

## **CHESTNUTWOLD PTO BY-LAWS**

### **ARTICLE I: NAME**

Section 1. The name of the organization shall be the Chestnutwold School Parent-Teacher Organization, herein referred to as the "PTO."

### **ARTICLE II: PURPOSE**

Section 1. The PTO shall help enrich the academic and physical development of the children of Chestnutwold Elementary School (herein referred to as "Chestnutwold") through close cooperation and relationships between parents and guardians in the home and teachers and staff at school.

Section 2. The PTO shall act as a liaison among Chestnutwold families, teachers, staff, administration, the School District of Haverford Township, and the community at large.

Section 3. The PTO shall work to strengthen the Chestnutwold community by fostering relationships among children, parents, guardians, teachers and staff.

### **ARTICLE III: MEMBERSHIP AND DUES**

Section 1. All Chestnutwold parents, guardians, teachers and staff are members of the PTO.

Section 2. Dues, if any, shall be established by the Executive Board.

### **ARTICLE IV: VOTING AND MEETINGS**

Section 1. Regular meetings of the general membership shall be held at a time and place determined by the Executive Board and announced to membership at least one month before the meeting

Section 2. Special meetings of the general membership may be called by the President(s), any two members of the Executive Board, or any five members submitting a written request to the Secretary. Notice of the special meeting shall be sent to the members at least fourteen days prior to the meeting through regular PTO communication channels.

Section 3. Members of the PTO are each entitled to one vote at all meetings of the general membership at which they are present at the time of the vote. The Principal has no voting rights. The President(s) shall not vote at a meeting of the general membership except in the case of a tie.

Section 4. Voting may be conducted via voice vote, show-of-hands, or written ballot, unless otherwise specified herein. Written ballot votes shall be counted by one member of the Executive Board and one witness.

Section 5. A quorum of twelve members is required in order for a vote to be conducted at a meeting of the general membership.

Section 6. A motion shall pass when it receives the most votes, unless otherwise specified herein.

#### **ARTICLE V: POLICIES**

Section 1. The PTO shall engage in such projects and undertake such activities as in its opinion shall carry out its purpose, as stated above.

Section 2. The PTO shall be non-commercial, non-sectarian and non-partisan. The PTO shall not endorse any commercial enterprise or candidate.

Section 3. The PTO shall not seek to direct the administrative activities of the school or to control its policies, except that it may, from time to time, offer such advice and suggestions as it deems necessary or desirable.

Section 4. Members are required to disclose to the PTO any financial or other potential conflict of interest associated with their activity as a member or leader of a committee or PTO-sponsored club. The PTO may refuse to allow any activity that it deems to be a potential conflict of interest.

Section 5. The Executive Board will create, publish and maintain a Communications Policy outlining the appropriate use/misuse of communication, including but not limited to the Chestnutwold PTO website ([www.chestnutwoldpto.org](http://www.chestnutwoldpto.org)) and the PTO's private email list. The Executive Board will review and republish the policy annually by the October regular meeting of the general membership and at other times on an as-needed basis.

#### **ARTICLE VI: EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of the officers (see Article VII) and the Principal.

Section 2. The duties of the Executive Board shall be to transact business between regular meetings of the general membership, to create standing rules and policies to submit to the membership, to create standing and temporary committees, to prepare and submit a budget to the membership, to approve routine bills and to prepare reports and recommendations to the membership, and to fulfill the obligations of the Executive Board as stated elsewhere in these decisions of the Executive Board shall be reached through consensus or by vote upon motion.

Section 3. Regular meetings of the Executive Board shall be held at a time and place determined by the Executive Board and announced to the Executive Board at least one month before the meeting.

Section 4. Special meetings of the Executive Board may be called by any three Executive Board members. Notice of the special meeting shall be sent to the Executive Board members at least twenty-four hours prior to the meeting through regular PTO communication channels.

Section 5. A quorum of half the number of Executive Board members, plus one, is required in order for a vote to be conducted at a meeting of the Executive Board.

## **ARTICLE VII: OFFICERS AND ELECTIONS**

Section 1: Voting for the PTO officers shall be held at a regular meeting of the general membership. If more than one person is running for an office, a written ballot shall be taken. The winner(s) of the election shall be the candidate(s) who receive the most votes for the office for which they were a candidate. In the case of a tie, a run-off election shall be held.

Section 2. The officers shall be: two President(s), two Co-Treasurers, one Secretary, one Vice-President of In-School Activities and one Vice-President of After-School Activities.

- President(s). The Co-President(s) shall preside over meetings of the general membership and meetings of the Executive Board. The President(s) shall serve as the primary contact(s) for the Principal, shall represent the organization at meetings outside the organization, shall serve as ex-officio members of all committees except the nominating committee and shall coordinate the work of all the other officers in order that the purpose of the organization is served.
- Co-Treasurers. The Co-Treasurers receive all funds of the organization, keep an accurate record of receipts and expenditures and pay out funds in accordance with these bylaws. They shall attend Executive Board meetings and meetings of the general membership, and they shall present a financial statement at every meeting and at other times of the year when requested by the Executive Board or any member. They also shall provide the membership with an annual report at the end of the fiscal year. The Co-Treasurers also oversee committees or PTO-sponsored clubs as agreed to by the Executive Board.
- Secretary. The Secretary shall keep all records of the organization, take and record minutes. The Secretary also keeps a copy of the prior meeting's minutes, bylaws, policies, membership list and any other necessary supplies and brings these items to meetings. The Secretary shall attend Executive Board meetings and meetings of the general membership, and shall oversee committees or PTO-sponsored clubs as agreed to by the Executive Board.
- Vice-President of In-School Activities. The Vice-President of In-School Activities shall attend Executive Board meetings and meetings of the general membership, and shall oversee committees or PTO-sponsored clubs as agreed to by the Executive Board.
- Vice-President of After-School Activities. The Vice-President of After-School Activities shall attend Executive Board meetings and meetings of the general membership, and shall oversee committees or PTO-sponsored clubs as agreed to by the Executive Board.

Section 3. All members of the PTO are eligible to run for office.

Section 4. The President(s) and Co-Treasurers are elected for two years and may serve no more than one term; terms shall be staggered. The Vice-Presidents and Secretary are elected for one year. Each person elected shall hold only one office at a time and shall serve no more than two consecutive terms on the Executive Board. Terms will run from the close of the June regular meeting of the general membership.

Section 6. If there is a vacancy in any of the officer positions, the Executive Board or any member can nominate a replacement to fulfill the current term of the vacant position. The full membership may then vote on the replacement at the next meeting of the general membership. Additional nominations may be made from the floor prior to the election.

Section 7. Officers can be removed from office with or without cause by a two-thirds majority vote at a meeting of the general membership for which previous notice of the motion for removal has been given.

#### **ARTICLE VIII: COMMITTEES**

Section 1. Committees may consist of members and Executive Board members. The President(s) act as ex-officio members of all committees.

Section 2. The Executive Board may appoint, change or remove committees as needed.

Section 3. Each committee shall have an Executive Board liaison who will designate the committee chair(s) and facilitate communication between the committee and the PTO.

Section 4. No more than two members may serve as chairs.

Section 5. The term of a committee chair shall be one year. At the conclusion of the one-year term, if a new chair is not identified and the former chair(s) is willing and available to serve again, additional years of service are authorized.

Section 6. Committee chairs shall present written summaries of the committee's work, expenditures, and income when requested to do so by the Executive Board.

#### **ARTICLE IX: PTO-SPONSORED CLUBS**

Section 1. The PTO may sponsor extracurricular clubs to provide a forum in which Chestnutwold students who share a common interest can meet regularly to pursue that interest. PTO-sponsored clubs will be open to membership by any Chestnutwold student who complies with the Chestnutwold Elementary School PTO After-School Club Contract Agreement. PTO-sponsored clubs will meet under the guidance of PTO member(s) as club chair(s).

Section 2. PTO-sponsored clubs will be created when a volunteer chair is willing and available, and must be pre-approved by the Executive Board. The Executive Board may change or remove PTO-sponsored clubs as it deems appropriate.

Section 3. PTO sponsorship of clubs may include, among other things: providing a budget allocation to the club, facilitating communication between the club and the general membership of the PTO, and providing the club chair(s) with an Executive Board liaison.

Section 4. The term of a club chair shall be one year. At the conclusion of the one-year term, if a new chair is not identified and the former chair(s) is willing and available to serve again, additional years of service are authorized.

Section 5. Club chair(s) shall present written summaries of the club's activities, expenditures and income when requested to do so by the Executive Board.

## **ARTICLE X: FINANCES**

Section 1. The fiscal year of the PTO shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

Section 2. The Executive Board will prepare and approve a tentative budget by August 1 of each year. The budget will be voted on at the first regular meeting of the general membership of the new school year and will require a two-thirds majority vote to pass.

Section 3. A financial check of the fiscal year shall take place annually, conducted by a person with training or experience in a financial field whose appointment has been approved by the Executive Board. Neither a PTO officer nor any member of her/his family may conduct the financial check of a year in which he or she has served as an officer. The results of the review shall be presented to the Executive Board prior to the first general membership meeting of the new school year. The record of the review shall be available to any PTO member upon request.

Section 4. Requirements for committees and PTO-sponsored clubs for managing PTO finances are as follows:

- All committee and PTO-sponsored club deposits, expenses, and requests for reimbursement must be properly documented with receipts or their equivalent.
- Committee and PTO-sponsored club chairs are responsible for adhering to the approved committee/club budget. Only the budgeted amount will be reimbursed. The Executive Board must approve any changes prior to an expense being incurred.

Section 5. All fundraising, including but not limited to, grant requests and sponsorships must be authorized in advance by the Executive Board. All funds raised by committees and PTO-sponsored clubs shall be deposited into the general fund of the PTO and a corresponding budget allocation may be granted to that committee or PTO-sponsored club in the amount they raised.

Section 6. Expenditures.

- Budgeted expenditures are approved annually in the PTO budget by the general membership of the PTO.
- The Executive Board may make expenditures outside of the budget without the approval of the general membership of the PTO for matters less than or equal to \$500.

- Expenditures outside of the budget for matters greater than \$500 shall be approved by a two-thirds majority vote of the general membership of the PTO.

**ARTICLE XI: PARLIAMENTARY AUTHORITY**

Section 1. Robert's Rules of Order Newly Revised In Brief shall govern meetings when they are not in conflict with the organization's bylaws.

**ARTICLE XII: DISSOLUTION**

Section 1. The organization may be dissolved at a special meeting of the general membership of the PTO. Dissolution of the organization requires a two-thirds majority vote. At the time of dissolution, the Co-Treasurer(s) of the PTO shall settle all outstanding financial obligations. Assets remaining after settlement shall be disbursed as determined by the PTO. The use of any surplus funds for the private benefit of any person is prohibited.

**ARTICLE XIII: AMENDMENTS**

Section 1. The bylaws may be amended at a meeting of the general membership for which previous notice of the motion of amendment has been given. Written proposal of amendment(s) shall be provided to all members through regular PTO communication channels. Amendments shall be approved by a two-thirds majority vote.

*Lisa Meliti*

Co-President

10-4-2023

Date

*Aurucio Keenbell*

Co-President

10/4/2023

Date

*Janet Neira*

VP of In School Activities

10/4/23

Date

*[Signature]*

VP of After School Activities

10/4/23

Date

*[Signature]*

Co-Treasurer

10/4/23

Date

*Casey Diachetti*

Co-Treasurer

10/4/23

Date

*[Signature]*

Secretary

10/4/23

Date