

BY-LAWS OF THE RADNOR ELEMENTARY SCHOOL
PARENT-TEACHER ORGANIZATION, INC.

ARTICLE I – NAME

1. The name of the organization shall be the Radnor Elementary School Parent-Teacher Organization, Inc. (“RES PTO”).

ARTICLE II – PURPOSE OF RES PTO

1. To promote mutual understanding, cooperation, and communication among parents, teachers, and administrators of Radnor Elementary School and the Radnor Township School District.
2. To provide programs, financing, and other opportunities to promote, supplement, and enrich the educational growth, both academically and socially, and to instill community responsibility for the children at Radnor Elementary School.

ARTICLE III – AFFILIATION

1. The RES PTO may cooperate with other groups and individuals to support their missions, these include RES administrators and staff.
2. The RES PTO may provide a gift, grant or donation, including discretionary financial support of \$250.00 or less to such a group or individual if a majority of the Executive Board approves. The RES PTO may provide a gift or grant, including discretionary financial support greater than \$250.00 to such a group or individual if the Executive Board and Board of Directors collectively approve by a two-thirds majority vote. In addition, the Executive Board may request the vote of a majority of a quorum of PTO members present at a general or special meeting for final approval. Electronic voting shall be permitted at the President’s discretion. All gifts and grants should be submitted to the RTSD Board for information and recognition, but only those of \$500.00 or greater must be submitted for RTSD School Board approval. The distribution of gifts and grants must be in line with district goals and the RTSD process on the Acceptance of Gifts and Grants. A PTO grant is open to any member of the RES PTO - a parent or guardian of a student at RES and all members of the RES administration and

faculty. A RES student may apply for a PTO grant with administration and faculty approval and parent or guardian support. All applications must be made using the formal PTO Grant Application Process.

3. The RES PTO may not be used to promote or engage members in political or business matters.

ARTICLE IV – MEMBERSHIP

1. The membership of the RES PTO shall consist of any parent or guardian of a student at Radnor Elementary School and all members of the administration and faculty.

ARTICLE V - MEETINGS

1. General Meetings - A minimum of 4 general meetings shall be scheduled per school year (September 1 until June 30 of the following year). The Executive Board may cancel any meeting by a majority vote. Meetings canceled need not be rescheduled. All members of the RES PTO are encouraged to attend all general meetings.
2. Board of Directors (BoD) Meetings – A minimum of 3 Board of Directors meetings shall be scheduled per year. The Executive Board may cancel any meeting by a majority vote. Meetings canceled need not be rescheduled. The significance of these meetings is to efficiently plan and coordinate the affairs of the PTO and to vote on the incoming Executive Officers and Board of Directors.
3. Special Meetings – The President may call for a special meeting, not previously scheduled, to conduct urgent business.
4. Notice of Meetings and Minutes – Before the beginning of each school year, the Executive Board shall establish the calendar of General and BoD meetings and post these dates on the PTO website. An agenda for each General and BoD meeting shall be provided by email within a minimum of 48 hours prior to the meeting. Any PTO member wishing to add an item to any meeting agenda must get approval from the President before the meeting. Minutes from each

General and BoD meeting shall be posted on the PTO website after the meeting and remain on the website.

5. Voting – All Officers, Directors, and members of the PTO shall be entitled to one vote when present at any general or special meeting. Voting by proxy shall not be permitted. Approval of business requires a majority vote once a quorum is in place. In the event of a tie on a vote, the motion shall be lost. Electronic voting shall be permitted for the Executive Board and BoD only if the President determines that a matter needs to be decided and a meeting cannot be convened. Two-thirds of the Officers and Directors must approve any matter submitted by electronic voting.
6. Quorum – A minimum of 9 members, including not fewer than 7 Officers and/or Directors present in person at a meeting, will constitute a quorum for the transaction of business at a General and BoD meeting.
7. Conflict of Interest – No officer of the PTO may be a member of the Radnor Township School Board. No member shall accept PTO funds for payment of any service rendered unless such payment has received prior approval at a general or special meeting by a majority of a quorum of members. This shall not apply to the routine business of the PTO, such as reimbursement for supplies and other purchases made for a PTO event or activity or clubs approved by the club chair. No member shall cast a vote on an issue that has to do with an organization if he/she also has a leadership position with voting privileges with such organization.

ARTICLE VI – OFFICERS AND THEIR RESPONSIBILITIES

1. Officers - The Officers of the RES PTO (“Executive Board”) shall consist of the President, Vice-President, Vice President of Communications, Secretary, and Treasurer and such other officers as the Board of Directors deems desirable. The same person shall not hold more than one office at a time, although a position may be shared. All Officers must pass their records to the incoming Officers at the conclusion of their terms.
 - a. The President shall coordinate and preside at all general,

special, and BoD meetings. The President will manage the property and affairs of the PTO, subject to the policies and direction of the PTO. Upon completion of his/her term, the President shall serve as an ex-officio member of the BoD for one year if the President still has children attending RES.

- b. The Vice-President shall assist the President in the performance of the President's duties and shall perform the duties of the President if the President is absent or unable to continue as President, subject to the policies and direction of the PTO.
- c. The Vice-President of Communications shall have oversight of all PTO Communication platforms and coordinate the activities of the Communication Chairs and Committees. The Vice-President of Communications is responsible for sending all school and grade level PTO email communication and publishing the PTO monthly e-newsletter.
- d. The Secretary will have charge and custody of the PTO electronic records. They shall keep the minutes of all PTO meetings and take attendance. They will be responsible for electronic correspondence via the RES PTO Gmail account. They will facilitate PTO Teacher Grant Applications on behalf of the President.
- e. The Treasurer shall have custody of the RES PTO funds and shall keep account of all receipts and disbursements in books belonging to the RES PTO.
 - i. The Treasurer shall reimburse or provide monetary advances with appropriate written documentation.
 - ii. He/she shall deposit all money in the name of and to the credit of the RES PTO in such depositories as shall be designated by the Board of Directors. The Treasurer shall make these deposits on a timely basis.

- iii. The Treasurer shall keep a written record of all income and expenditures, including bank deposit slips, and shall provide a written report to the Board of Directors at each RES PTO meeting.
 - iv. The Treasurer is expected to serve a two-year term. The Treasurer shall not serve consecutive terms.
2. Additional Officers / Change In Officers – If the Executive Board determines that an additional officer or officers are needed, or that some officers should change position, it shall present the new officer / officers to the BoD a minimum of seven days before the next General PTO meeting. If there is no objection, the new officers shall be presented at the next General PTO meeting. If a majority of the PTO members approve the new officers, they shall begin serving in their new roles as of that meeting.
 3. Terms - All Officers, except the Treasurer, shall be elected for a one-year term. All Officers, except the Treasurer, may serve multiple consecutive terms as long as they stand for election each year.
 4. Resignation - Any Officer resignation shall be in writing to the President.
 5. Vacancies - In the event of a vacancy of an Officer or the restructuring of the Executive Board, the remaining Officers will nominate candidates and elect one to fill the position. The appointment shall be approved by majority of a quorum of members at the next General meeting. The new Officer shall serve the remainder of the school year.

ARTICLE VII – BOARD OF DIRECTORS

1. Number – The Board of Directors, including Officers, shall consist of at least 15 members. The Principal of Radnor Elementary School may serve as a Director.
2. Authority – The Directors are responsible for voting on various business decisions and the slate of new officers and directors. The

Directors also shall be responsible for conducting PTO business at BoD meetings. The Executive Board will consider nominations based on the following criteria of past or current service to the PTO: Event, Group or Committee Chair, District-Wide Representative, Ex-officio or director, attendance to PTO meetings or engagement with PTO activities. The Principal of Radnor Elementary School has the right to attend and participate at all meetings of the Board, but shall serve as a non-voting member.

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3. Attendance - The Directors are encouraged to attend all RES PTO general, BoD and special meetings. If a Director is not able to attend a meeting, he/she should advise the President. The significance of attending these meetings is to contribute to the effective running of the PTO affairs and review ongoing activities and events.
 4. Term – Directors shall be elected for a one year. Directors may serve multiple terms as long as they stand for election each year.
 5. Resignation– All resignations shall be in writing to the President.
 6. Vacancies - In the event of a vacancy by a Director, the Officers and Directors shall nominate a candidate for a replacement if there are less than fifteen Directors on the board. The candidate shall be approved by a majority of a quorum of members at the next general or special meeting. The new director shall serve the remainder of the vacant Director’s term.
 7. Removal of Directors – Any Director whose activities or interests conflict with the purpose of the RES PTO, or who fails to take part in the affairs of the RES PTO, may be removed by a vote of 2/3 of the Directors present at any meeting of the Board of Directors. The President shall provide the Director subject to removal with notice of the pending removal and ten days before the meeting concerning the removal.

ARTICLE VIII – NOMINATIONS

1. The nomination process for the Executive Board and the Board of Directors should begin at the start of the new calendar year.

2. The Executive Board shall begin seeking new Officers, if necessary for the following year. In seeking nominees, the Executive Board shall:
 - a. Solicit self-nominations from all members of the RES PTO.
 - b. Seek nominees based on criteria such as: past service to the RES PTO, attendance at PTO meetings, recruitment lists, self-nominations, and referrals from current Officers and Directors.
3. The Executive Board will give priority to Board of Directors in their preferences to participate in a similar role for following school year.
4. The Executive Board will seek to fill the remaining PTO volunteer positions by past engagement to the RES PTO, self-nominations, and referrals from current Officers and Directors.

ARTICLE IX – VOTING FOR OFFICERS AND DIRECTORS

1. The Executive Board shall communicate the slate of Officers and Directors for the new school year at least a week prior to the final Board of Directors meeting.
2. If a majority of the Officers and Directors approves the slate of incoming Officers and Directors at the annual Board of Directors meeting, that slate shall be presented for a final vote to the full RES PTO at the final General PTO meeting of the school year.
3. The slate shall be elected if approved by a majority vote of the RES PTO members present at the final General PTO meeting of the school year.
4. The term of each new Officer and Director shall begin immediately after the final General PTO meeting vote and shall conclude on the final day of school the following year.
5. Upon being elected, every new Officer and Director will be given a copy of the RES PTO By-Laws. By accepting these By-Laws, each Officer and Director acknowledges he/she will abide by them and any

other resolutions properly passed by the RES PTO.

ARTICLE X – COMMITTEES

1. The RES PTO shall support committees led by a chairperson for the purposes of running PTO sponsored activities.
2. Chairpersons shall engage a committee to support their activities as required.
3. The chairperson/s are responsible for submission of checks for deposit and receipts for reimbursement to the Treasurer within three weeks of the conclusion of the event. In the case of yearlong programs, checks for deposit and receipts for reimbursement must be submitted by the end of each month.
4. All chairperson and committee communications, distributed to the school community and the public must be approved by the Vice-President of Communications.

ARTICLE XI – BUDGET PROCEDURES

1. The Executive Board shall develop and approve specific funding goals for each year and the amount of money to be allocated to RES PTO programs and activities (the “Budget”). A draft budget shall be submitted at the final PTO meeting for the school year. The final budget shall be approved by a majority vote of a quorum of members present at the first PTO meeting of new school year.
2. Once the Budget is approved by the Board of Directors, the Treasurer will advise the committee chairpersons of their operating budgets. Expenditures exceeding the Budget by more than \$200.00 require approval by a majority of the Board of Directors. Expenses over Budget that are incurred without approval may not be reimbursed.

ARTICLE XII – FISCAL MATTERS

1. The RES PTO raises funds to support PTO sponsored activities and projects that support the RES school community. All funds must be placed in PTO accounts.

2. Any funds expended will be based on the pre-approved budget. To exceed the budgeted amount, approval must be given by the Officers or Board of Directors as stated in this section.
3. The fiscal year of the organization shall end August 31.
4. The Treasurer shall prepare tax filings annually with the assistance of a licensed professional.
5. An annual audit of the Books of the RES PTO shall be made to coincide with the end of the fiscal year.
6. The Board of Directors shall review the audit report prepared by the audit committee each year at a RES PTO meeting and shall vote on any recommendations put forth.
7. Checks of less than \$500.00 drawn upon bank accounts maintained by the RES PTO shall require 1 Officer signature. Checks in excess of \$500.00 drawn upon bank accounts maintained by the RES PTO shall require 2 Officer signatures, one of which must be the signature of the Treasurer. Checks are required for all bank withdrawals. Only bonded Officers have the authority to sign the checks of the RES PTO. (to be deleted)
8. All RES PTO Officers are covered by RTSD insurance in the amount of \$50,000. If the Executive Board determines the amount is not adequate, Executive Board members with direct access to RES PTO funds and accounts could be bonded for any amount over the \$50,000 if the Executive Board deems appropriate.
9. Monthly bank statements shall be reviewed by the President and Treasurer.

ARTICLE XIII – BY-LAWS

1. Purpose – These by-laws shall be used as the governing guidelines of the RES PTO.
2. Publication – These by-laws shall be published on the PTO website.

3. Annual Review – These by-laws should be reviewed annually by the Executive Board and revised as necessary.
4. Amendments – These by-laws may be amended, effective as of any RES PTO meeting, provided the amendments were first submitted to the Board of Directors, in writing, at least 7 days in advance of the meeting. A two-thirds majority vote of the Executive Board and Board of Directors is required to approve any amendment of the by-laws. Electronic voting shall be permitted at the President’s discretion.

ARTICLE XIV – THE E-NEWSLETTER

1. The monthly PTO e-newsletter is intended to inform all parents and guardians of PTO activities and events.
2. All materials or activities proposed by outside sources for inclusion shall be reviewed by the President and Vice President of Communications on the basis of:
 - a. educational value;
 - b. benefit to pupils;
 - c. advancement of the name, product, or special interest of the proposing group;
 - d. factual accuracy; and
 - e. good taste

ARTICLE XV – DISSOLUTION

1. In the event of dissolution of the RES PTO, the Board of Directors shall, after paying and making provisions for the payment of all liabilities, distribute all the assets of the RES PTO over to an organization dedicated to charitable and/or educational purposes which has been recognized as a 501(c)(3) organization by the Internal Revenue Service.

CERTIFICATION

I certify that the foregoing is a true copy of the RES PTO bylaws as adopted by the RES PTO and RES Principal on February 20, 2018.

/s/ Lucy Madden

President, RES PTO

/s/ Anthony Stevenson

Principal, Radnor Elementary School