

Stanwood Elementary School Caring Parents and Teachers (Stanwood Elementary PTO)

BY-LAWS

Article 1: Name

The name of this organization is Stanwood Elementary Caring Parents and Teachers (hereinafter " Stanwood PTO"), located in Hempfield School District, Hempfield Township, Pennsylvania.

Article II: Purposes

Section 1: The purposes of Stanwood PTO are:

- A. To promote the welfare of children and youth in the home, family, school, and community;
- B. To bring into closer relation the home and the school such that parents and teachers may cooperate intelligently in the education of the child;
- C. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, and social education; and
- D. To support and enhance Stanwood Elementary School.

Section 2: The objectives of Stanwood PTO are promoted through various programs directed toward students, parents, teachers, and the general public; developed through committees, projects, programs, and fundraising; and governed and qualified by the basic policies set forth in Article III.

Section 3: Stanwood PTO is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future federal tax code (hereinafter "Internal Revenue Code")

Article III: Basic Policies

Section 1: The following are the basic policies of Stanwood PTO:

- A. Stanwood PTO shall be noncommercial, nonsectarian, and nonpartisan.
- B. Stanwood PTO or the names of the 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 objectives of the organization.
- C. Stanwood PTO shall not directly or indirectly participate or intervene in any political campaign.
- D. Stanwood PTO shall work with schools to provide quality education for all children and shall participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Hempfield Area Board of Education.
- E. Stanwood PTO may cooperate with other organizations and agencies active in child welfare. The manner and extent of such cooperation shall be determined and approved by the officers and executive committee.
- F. In the event of dissolution of the organization, Stanwood PTO's assets shall be distributed as much as possible to similar organizations at the locations to where our children have been assigned. Any dissolution and disbursement of assets shall be done according to the laws of the Commonwealth.

Article IV: Articles of Organization

Section 1: Stanwood PTO shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income and receipts and disbursements of organization. Such books of account and records shall, at all reasonable times, be open to inspection, with any officer present, by any member of Stanwood PTO.

- A. All accounts shall be audited annually and a report filed in the CPAT folder in the office of Stanwood Elementary.

Section 2: Each officer of Stanwood PTO shall be a member of said organization.

Section 3: Each executive committee member shall be issued a copy of these by-laws and be obligated to review them before September of the new school year.

Section 4: These bylaws will be available to any member of Stanwood PTO upon request.

Article V: Membership

Section 1: Stanwood PTO membership follows these guidelines:

- A. Membership in Stanwood PTO shall be made available without regard to race, sex, color, creed, or national origin, to parents/guardians, volunteers, teachers, and/or employees of Stanwood Elementary School who support the objectives and basic policies of Stanwood PTO.
- B. Stanwood PTO shall conduct an annual membership drive., but shall admit membership at any time.
- C. Each member of PTO shall pay such annual dues to Stanwood PTO as may be prescribed by Stanwood PTO. Annual dues are \$0.
- D. A member is considered active if that member has attended at least half of the general meetings and has shown sufficient interest by volunteering for at least 2 Stanwood PTO sponsored events.

Article VI: Officers and their Elections

Section 1: The officers of Stanwood PTO shall consist of:

- A. One (1) President;
- B. One (1) Vice President;
- C. One (1) Secretary;
- D. Two (2) Treasurers;
- E. One (1) Social Media Coordinator;
- F. One (1) P.I.E. Coordinator.

Section 2: Officers shall be elected annually at the last scheduled general meeting of the school year. An additional written announcement of the election shall be sent out prior to the election. The election shall be by secret ballot; however, if there is but one nominee for any office, election for the office may be by voice vote at the last general meeting.

- A. Any member shall nominate another member, or themselves, for each office to be filled at the general meeting or prior to the official election. Only those members who agree to serve if elected shall be placed on the ballot.
- B. Any nominee must be an active member of Stanwood PTO.

C. A person shall not serve more than two (2) consecutive terms in the same office, except in the absence of a nominee, in which event they may serve.

Section 3: In the case a vacancy occurs in the office of the president, the vice president shall fill the position. A vacancy occurring in any other office shall be filled for the unexpired term by a consenting persons(s) elected by a majority vote of the remaining members of the executive committee.

VII: Duties of the Officers

Section 1: The President shall:

- A. preside at all meetings of Stanwood PTO and of the executive committee, and perform all other duties usually pertaining to the office;
- B. review with the principal all meeting agendas prior to meetings, all communications prior to their distribution, and all programs prior to their being scheduled.
- C. have the authority to approve expenditures of \$50 or less. Any expenditures over \$50 must be approved by the executive committee.

Section 2: The Vice President shall:

- A. act as an aide to the President;
- B. perform the duties of the President in the President's absence or inability to serve; and
- C. arrange a speaker if needed for a meeting.

Section 3: The Secretary shall:

- A. keep a correct record of all the meetings of the organization and of all executive committee meetings which shall include names or makers of motions and second motions and a standing vote count when that count is necessary;
- B. perform duties as may be delegated to her/him (i.e. facebook, website, twitter);
- C. type and post electronic version on Stanwood PTO website and/or present a written copy at the meeting of the previous meeting's minutes, and;
- D. create and distribute a monthly newsletter for Stanwood Elementary.

Section 4: The Treasurers shall:

- A. receive all monies of the organization;
- B. keep an accurate record of receipts and expenditures;

- C. promptly deposit all monies once received;
- D. orally present a financial statement at each meeting;
- E. close the books at the end of the fiscal year and submit them for audit and submit to new treasurer no later than ten (10) days after their return;
- F. have checks or vouchers signed by two people; which include either treasurers, school secretary, and/or school principal.

Section 5: The Social Media Coordinator shall:

- A. work together with the President and Secretary to plan the "holidays" that will be marked and celebrated on the facebook page i.e. Nurse's week, Bus Driver appreciation, etc.; and
- B. post descriptions and pictures from events during school ONLY AFTER PERMISSION from the Principal and President.* Copies of all pictures taken are to be sent to the school secretary for use in the yearbooks.

The use of Facebook Live can only be used with permission from the Principal and President during an event.

*There are students with custody and safety issues so not all pictures taken during events can be shared on both board page and board member's personal pages.

Section 6: The P.I.E. Coordinator shall:

- A. coordinate all volunteers for school events; and
- B. be sure all volunteers have their clearances on file with the school district.

Section 7: All officers shall:

- A. perform the duties prescribed in Robert's Rules of Order Newly Revised in addition to those outlined in these by-laws and those assigned from time to time.
- B. conduct a minimum of four (4) and a maximum of seven (7) Stanwood PTO meetings per year, time and dates designated by the board.
- C. submit all requests for money, goods, or programs to the principal for pre-approval prior to the month's general meeting. This item also applies to committee members.
- D. deliver to their successors all official materials no later than ten (10) days following the assumption of their duties.

Article VIII - Executive Committee

Section 1: Executive Committee shall consist of:

- A. Officers
- B. Principals

Section 2: The duties of the executive committee shall be to:

- A. transact necessary business in the intervals between organization meetings and other business as may be referred to it by the organization;
- B. create special committees;
- C. approve plans of work for the special and standing committees;
- D. present reports at regular meetings;
- E. Appoint an auditor or an auditing committee at the end of the fiscal year to audit treasurer's accounts and;
- F. prepare and submit to the organization for approval a budget for the fiscal year.

Section 3: Regular meetings of the executive committee shall be held during the school year, the time to be fixed by the committee. Present members shall constitute a quorum. Special meetings of the executive committee may be called by the president or by a majority of members.

Article IX - Meetings

Section 1: Regular meetings of the organization shall be decided by the executive committee and will not exceed two (2) hours. Reasonable notice shall be given of any change of date. Special meetings may be called by the executive committee.

- A. The president and the principal may cancel a meeting.

Section 2: Six (6) members shall constitute a quorum for the transaction of business at a regular meeting.

Section 3: Attendees at regular meetings will sign an attendance record.

Article X - Committees

Section 1: The executive committee may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization.

Section 2: The president of Stanwood PTO and principal of Stanwood Elementary School shall be members ex officio of all committees.

Section 3: The power to form committees and appoint their chairperson(s) rests with the executive committee. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when it's done and its final report is given.

Section 4: Each committee shall be assigned no less than 2 co-chairs.

- A. At least 1 co-chair must attend a membership meeting prior to their committee's activity or event to provide a report and update.
- B. Co-chairs are responsible for submitting all reimbursement requests relative to their committee within one week following activity or event.

Article XI - Fiscal Year

The fiscal year of Stanwood PTO shall begin on July 1 and end on June 30.

Article XII - Parliamentary Authority

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 by-laws.

Article XIII - Fund Disbursements

Section 1: Basic expenditures from Stanwood PTO treasury account are as follows, contingent upon outcome of the Fall Fundraiser(s):

- A. Teacher allotments
 - a. When sufficient funds are available: \$75 per school year will be made available to the following full-time staff members: Classroom Teachers, Guidance Counselors, Reading Teachers, Secretaries
 - b. When sufficient funds are available, \$350 will be made available to the following departments: Physical Education, Art, Technology, Music, and Reading. Funds may be lowered to \$75 if insufficient funds are available.

- c. The building principal(s) receives \$200 per school year.
 - d. Receipts may be turned into Stanwood PTO by the end of the school day on May 1. Any received after this time and date are void. No reimbursement checks will be issued until November. Receipts may be submitted when the full allotment is met or at the end of the school day on May 1, whichever occurs first.
 - e. All receipts must be dated and highlighted as to what was purchased,
 - f. Reimbursement form must be completed with date, store, and amount spent at store. Reimbursement will not be made unless the form is submitted and completed with receipts.
 - g. Items purchased become property of Stanwood Elementary School.
 - h. Student incentives and enrichment materials may be purchased with this allotment.
- B. Memorials and donations
- a. Fire victims - any Stanwood family experiencing a fire will receive \$100 per family.
 - b. Death of a student's parent - each Stanwood student losing a parent, primary caregiver, or immediate family will receive \$100
 - c. Death of a teacher's parent/spouse/child - PTO will donate a book to the Stanwood library in the deceased's name.
 - d. Death of a PTO chairperson's parent/spouse/child - independent collections will be accepted.
 - e. Death of a current Stanwood Student - any death of a current Stanwood student will receive \$100 payable to parent/guardian.
 - f. Exceptions to memorials and donations policies may be approved by a majority vote during any membership meeting.
- C. Retirement
- a. Retiring staff members will receive a \$50 gift card.
- D. Holiday gifts for principal, school secretary (ies), and custodians
- a. Gift certificates in the amounts of \$50 for the principal and \$50 for school secretary (or \$25 for each secretary if there are two) and \$25 for each custodian will be purchased
- E. Get well acknowledgements
- a. Cards will be sent to any staff member during an extended illness
- F. Secretary's Day
- a. Up to \$50 will be spent on a gift for each school secretary(ies)
- G. Staff in charge of special programs (i.e. talent show, concert, etc)
- a. A gift will be purchased for a maximum of \$20 per person in charge.

H. Grant Allotment

- a. An amount to be determined by the outcome of the fall fundraiser will be allotted for educational programs, projects, or field trips. An exception will be itinerant requests, which will be considered on an individual basis.
 - i. Grant application must be submitted to the building principal before regular meeting for pre approval.

I. Book Fair

- a. At the district's request, all money and books earned must be donated to the school library and not to individual teachers or classrooms.
- b. If any teacher feels that a child in his/her room cannot afford to purchase books, he/she will discuss this matter with the principal and a list of these students is to be given to the book fair chairperson. The students on the list will be able to make a total purchase at the book fair up to \$10.

Article XIV - Amendments

These by-laws may be amended at any regular meeting of the organization by a majority vote of the members present and voting.

Amendments to by-laws per board meeting on 5/7/2020:

- A. In the case of an extraordinary event where the membership is unable to vote in person, the board can decide to hold elections for the following school year when students and staff are permitted back within the school building."
- B. Exceptions to the bylaws related to teacher reimbursements are being done due to circumstances beyond our control caused by COVID19 crisis. Teachers may submit for reimbursement without receipts, however, receipts are due within 2 weeks of return to school or teachers must repay or have the amount deducted from their following school year allotments."

Amendments to by-laws per board meeting on 8/17/2020:

A. " In the case of an extraordinary event where the membership is unable to vote in person, the board can hold nominations and elections for the following school year via an online platform."

Amendments to by-laws per board meeting on 3/9/2022:

- A. Article VI, Section 1: Removal of 2nd Vice President position and addition of Social Media Coordinator position and P.I.E. Coordinator position.
- B. Article VII: Removal of second Vice President duties description, addition of Social Media Coordinator duties description, and addition of P.I.E. Coordinator duties description.

Amendments to by-laws per board meeting on 10/11/2023:

- A. Addition of Article X, Section 4.
- B. Article XIII, Section 1, Sub-section B(b): "parent, primary caregiver, or immediate family member"
- C. Addition of (f) under Article XIII, Section 1, Sub-section B

Amendments to by-laws per board meeting on 9/12/2024:

- A. Article V, Section 1, Sub-section D: Redefined "active member"
- B. Article XIII, Section A, Sub-sections a-c: Clarified staff allotment guidelines
- C. Article XIII, Section I, Sub-section b: Updated book fair financial assistance guidelines