

**Reidenbaugh Elementary School
Parent-Teacher Organization By-Laws
Effective January 3, 2023**

1. Article I - Name of Organization

- 1.1. The name of this organization will be the Reidenbaugh Elementary School PTO (Reidenbaugh PTO), an independent organization established to support the Reidenbaugh Elementary School located within the Manheim Township School District (MTSD) in Lancaster, Pennsylvania.

2. Article II – Objectives & Basic Policies

- 2.1. Reidenbaugh PTO will focus on bringing Reidenbaugh families and staff together to create a better understanding and overall support of student education and school community at Reidenbaugh. These objectives will be maintained through various committees, projects, programs, and events outlined within this governing document.
- 2.2. Reidenbaugh PTO is committed to partnering with the Reidenbaugh Administration, teachers, faculty, and staff to support a high quality of education, maintaining the atmosphere of learning, and developing a united effort to ensure every student will have the greatest advantages in physical, mental, and social education.
- 2.3. Reidenbaugh PTO will be a continuous support to and of the Reidenbaugh Administration, faculty, and staff to ensure student safety as well as safe access to the Reidenbaugh building and grounds.
- 2.4. Approval for direction of all PTO events, activities, and policies will rest with Reidenbaugh Administration.
- 2.5. Reidenbaugh PTO may partner with Reidenbaugh faculty and staff to provide additional funds for materials, supplies, and/or other needs used solely to support educational programs, facility improvements, and learning environments. These financial supplements will occur only as the Reidenbaugh PTO Annual Budget may allow.
- 2.6. Reidenbaugh PTO will use various means of communication to connect with all Reidenbaugh families to ensure every member is an informed participant in matters relating to the support of this Organization and its by-laws.
- 2.7. Reidenbaugh PTO will function as a non-commercial, non-sectarian, and non-partisan organization. Funds received by Reidenbaugh PTO from either a nonprofit or commercial organization will not constitute an endorsement of that organization.

3. Article III - Inclusion

3.1. Enrollment

- 3.1.1. Families of children attending Reidenbaugh as regular, full-time students receive automatic membership in the Reidenbaugh PTO. This includes students who are in grades K through 4 and who attend the Manheim Township Virtual Academy.
- 3.1.2. Involvement in Reidenbaugh PTO is available without regard to age, race, color, creed, gender, country of origin, disability, marital status, immigration status, sexual orientation, or religion.

3.2. Member Participation

- 3.2.1. There are no annual dues for Reidenbaugh PTO members or families. Reidenbaugh PTO may request voluntary donations in support of the ongoing Reidenbaugh PTO activities. The choice to make a donation, as well as the amount of the donations, will be made by each individual family. All financial records of donations, etc. will be maintained by the elected Reidenbaugh PTO Treasurer(s).
- 3.2.2. Reidenbaugh PTO Members will have various opportunities to support the objectives of this organization. Members may choose to serve within an array of options which include, but are not limited to, attending and participating in Reidenbaugh PTO meetings, serving on a committee, serving as an event/program chairperson, volunteering at an event, serving as a room parent, etc.
- 3.2.3. Reidenbaugh PTO members will follow all MTSD guidelines as stated in the "District Volunteer Guidelines" when participating in any volunteer capacity at any Reidenbaugh and/or Reidenbaugh PTO events.

3.3. Voting Rights

- 3.3.1. Parents/guardians of Reidenbaugh students will have automatic voting rights for electing officers to the Reidenbaugh PTO Executive Board, as well as voting action agenda items at Reidenbaugh PTO meetings.
- 3.3.2. Each individual of the Reidenbaugh PTO will have one vote to cast. Voting occurs in person by individuals present at PTO meetings, whether physically present or attending remotely. If a member is unable to attend the meeting but would like to vote on an agenda item, they may make arrangements with the Secretary to do so in advance of the meeting via a written ballot inside a sealed envelope, to be opened during the live meeting vote.

4. Article IV - Reidenbaugh PTO Executive Board

- 4.1. Reidenbaugh PTO Executive Board Members
 - 4.1.1. Reidenbaugh PTO will be governed by the elected members of the Reidenbaugh PTO Executive Board (Executive Board), which will consist of, at a minimum, a President, Vice President, Secretary, and Treasurer.
- 4.2. Election and Term of Office
 - 4.2.1. Elected Reidenbaugh PTO Executive Board Officers are President(s), Vice President(s), Secretary (ies), and Treasurer(s), with individuals acting equally in their role, including voting rights.
 - 4.2.2. Reidenbaugh PTO Executive Board Officers will serve for two consecutive years, as long as they remain parents/guardians of Reidenbaugh students. If there are no nominees for a position on the Reidenbaugh PTO Executive Board, returning parents/guardians may remain in office for 2 years, or as long as they remain parents/guardians of a student in Reidenbaugh.
 - 4.2.3. An election will be held annually at the final General Membership meeting of this organization to fill the positions of members leaving Reidenbaugh or who have resigned from office.
 - 4.2.4. If more than two candidates have been nominated for an open position on the Reidenbaugh PTO Executive Board, a vote will be conducted by written ballot with any/all members present at the meeting. If a member is unable to attend the meeting but would like to cast a vote, they may make prior arrangements with the Secretary in advance of the meeting to do so, via written ballot in a sealed envelope to be opened during the live vote. The nominee with a majority of votes will be elected to serve the chosen position on the Reidenbaugh PTO Executive Board.
 - 4.2.5. Reidenbaugh PTO Executive Board Officers will assume their official responsibilities for the duration of one school year, which begins on July 1 and ends on June 30 of the next year, and after any remaining responsibilities can be fulfilled.
 - 4.2.6. In the event Reidenbaugh PTO fails to fill an officer position or positions by the final General Membership meeting of the school year, the position may be filled at any point during the following school year as an applicant is identified.
- 4.3. Search Committee
 - 4.3.1. The Reidenbaugh PTO Executive Board will serve as the Search Committee for new Executive Officer positions.
 - 4.3.2. Each Spring, the Reidenbaugh PTO Executive Board will send out communication seeking parents/guardians who would be interested in serving on the Reidenbaugh PTO Executive Board the following year.
 - 4.3.3. The Reidenbaugh PTO Executive Board will communicate with those identified. In the event more than two people are interested in the

same open position, the Reidenbaugh PTO Executive Board will conduct a vote for any/all members present at the last General Membership meeting of the school year to fill the position.

4.4. Removal and Vacancy

- 4.4.1. A vacancy in any office because of resignation, removal, death, or otherwise will be filled by the Reidenbaugh PTO Executive Board for the unexpired portion of the academic year.
- 4.4.2. Should any Reidenbaugh PTO Executive Board Officer not be able to continue serving, the position may be filled within the existing Reidenbaugh PTO Executive Board until an officer for the position can be secured. Replacement officers will be appointed by the Reidenbaugh PTO Executive Board.

5. Article V - Reidenbaugh PTO Executive Board Officer Responsibilities

5.1. The Reidenbaugh PTO Executive Board will-

- 5.1.1. Have the desire to serve Reidenbaugh PTO, Reidenbaugh, and its students all while understanding and adhering to this organization's objectives and by-laws.
- 5.1.2. Act wisely on behalf of the Reidenbaugh PTO by adhering to these by-laws and the objectives of this organization while conducting business between General Membership meetings.
- 5.1.3. Be expected to attend Reidenbaugh PTO Executive Board and General Membership meetings as well as operate in goodwill on behalf of Reidenbaugh PTO.
- 5.1.4. Present report(s) during each General Membership meeting of this organization.
- 5.1.5. Create and approve the working plans of all Reidenbaugh PTO committees and committee coordinators.
- 5.1.6. Hold additional meetings regularly during the school year. These meetings may be called by a President or by a majority of the Reidenbaugh PTO Executive Board members.
- 5.1.7. Meet with Reidenbaugh Administration during the summer break to set meeting dates, review activities proposed by Coordinators, and make recommendations regarding the scheduling of those activities for the upcoming school year.
- 5.1.8. Perform responsibilities as outlined within these by-laws and those specifically assigned on an as-needed basis.
- 5.1.9. Deliver all official Reidenbaugh PTO materials to their successors within two weeks of the June 30th Reidenbaugh PTO Executive Board Officer term date. All notes and timelines regarding specific activities will be included with these materials, whenever it is possible.
- 5.1.10. Notify the President(s) in advance if they will be absent from any scheduled Reidenbaugh PTO meetings, whether General

- Membership or Reidenbaugh PTO Executive Board meetings. Should an Reidenbaugh PTO Executive Board Officer be absent from any of the scheduled Reidenbaugh PTO meetings, it is expected that they provide an update to the President(s) prior to the start of the meeting.
- 5.1.11. Vote for approval of the final Reidenbaugh PTO budget prior to the first General Membership meeting of the school year.
 - 5.1.12. When the Reidenbaugh PTO Executive Board votes, votes may be cast via in-person, virtual, or via email. A non-unanimous email vote will require an in-person or virtual meeting to finalize approval.
 - 5.1.13. Present the approved budget and calendar for the new school year at the first General Membership meeting of that year.
 - 5.1.14. Approve expenditures within the limits of the budget.
- 5.2. President(s)
- 5.2.1. Reidenbaugh PTO President(s) will-
 - 5.2.1.1. Preside at all meetings of this organization and of the Reidenbaugh PTO Executive Board as well as providing agenda items to the Secretary. The President(s) will share the meeting's agenda items with the Reidenbaugh PTO Executive Board at least 24 hours in advance of the General Membership meeting date.
 - 5.2.1.2. Perform any other responsibilities which may be outlined in these by-laws or which are assigned to them by Reidenbaugh PTO throughout the school year.
 - 5.2.1.3. Assist Reidenbaugh PTO Treasurer(s) with custody of all funds of this organization.
 - 5.2.1.4. Serve as the primary contact(s) to the Reidenbaugh Principal and represent Reidenbaugh PTO at meetings of other groups as needed.
 - 5.2.1.5. Oversee timely communications, including Reidenbaugh PTO emails, flyer/marketing materials, Facebook group posts, and any other means of communication deemed appropriate.
 - 5.2.1.6. Serve as ex-officio members of all Reidenbaugh PTO committees.
 - 5.2.1.7. Retain all records of Reidenbaugh PTO while in office and distribute these complete records to the succeeding President(s).
- 5.3. Vice President(s)
- 5.3.1. Reidenbaugh PTO Vice President(s) will-
 - 5.3.1.1. Assist the President(s) as needed.
 - 5.3.1.2. Perform the responsibilities of the President(s), should they be absent or unable to serve for any period of time throughout the school year.
 - 5.3.1.3. Perform other role responsibilities which may be outlined in these by-laws or which are assigned to them by Reidenbaugh PTO throughout the school year.
 - 5.3.1.4. Recommend any by-law revisions as needed.

- 5.3.1.5. Participate in Reidenbaugh PTO Executive Board meetings and provide input for discussions.
- 5.4. Secretary(ies)
 - 5.4.1. Reidenbaugh PTO Secretary(ies) will-
 - 5.4.1.1. Record the minutes of all Reidenbaugh PTO meetings as defined in “Article VII - Meetings” of these by-laws as well as forward copies of completed minutes to the Reidenbaugh PTO Executive Board within two weeks of the recorded meeting.
 - 5.4.1.2. Maintain a current and correct written record of all Reidenbaugh PTO meetings as defined in “Article VII - Meetings” of these by-laws.
 - 5.4.1.3. Hold a copy of the current Reidenbaugh PTO by-laws to have available for any requesting members during any Reidenbaugh PTO meeting.
 - 5.4.1.4. Serve as the primary organizers of all prior meeting agendas and minutes.
- 5.5. Treasurer(s)
 - 5.5.1. Reidenbaugh PTO Treasurer(s) will-
 - 5.5.1.1. Have custody of all Reidenbaugh PTO funds and serve as the primary contacts for all banking activities of Reidenbaugh PTO.
 - 5.5.1.2. Present a proposed Reidenbaugh PTO budget at the first Reidenbaugh PTO Executive Board meeting, which occurs prior to the start of the new school year, for review, discussion, and approval.
 - 5.5.1.3. Present a written and oral financial report at each Reidenbaugh PTO meeting as defined in “Article VII - Meetings” of these by-laws.
 - 5.5.1.4. Disperse Reidenbaugh PTO funds in accordance with the current approved Reidenbaugh PTO budget, or with approval of the Reidenbaugh PTO Executive Board.
 - 5.5.1.5. Remove, count, and deposit all Reidenbaugh PTO monies including, but not limited to, event monies into the Reidenbaugh PTO bank account.
 - 5.5.1.6. Audit all invoices and receipts submitted for payment or reimbursement as well as ensure each request is in compliance with these by-laws and current Reidenbaugh PTO budget.
 - 5.5.1.7. Complete all financial updates as well as make a final year-end financial report at the first Reidenbaugh PTO General Membership meeting of the new school year. The completed year-end financial report will be submitted to the Reidenbaugh PTO Executive Board for review and approval at least two weeks prior to the first Reidenbaugh PTO meeting of the school year.

- 5.5.1.8. At the March Reidenbaugh PTO Executive Board Budget meeting, the Treasurer(s) will present a report of the reconciled year-to-date (YTD) actual expenditures and income, compared to the budget.
- 5.6. Communications Coordinator
 - 5.6.1. Reidenbaugh PTO Communications Coordinator will-
 - 5.6.1.1. Manage the Reidenbaugh PTO email account, responding to and routing incoming messages as appropriate.
 - 5.6.1.2. Organize and maintain an updated Reidenbaugh PTO member email list.
 - 5.6.1.3. Send weekly email communications to members who have subscribed to the PTO email list. Communications must be pre-approved by the President(s) prior to distribution.
 - 5.6.1.4. Maintain and update, as necessary, the Reidenbaugh PTO website.
 - 5.6.1.5. Assist in managing the Reidenbaugh PTO Facebook group, serving as an "Admin." These duties include approving new member requests, reviewing posts for approval, and posting under the "Reidenbaugh Pto" name as requested by the President.

6. Article VI - Events/Committees

- 6.1. Reidenbaugh PTO will host events throughout the year to benefit and support the ongoing efforts of this organization.
 - 6.1.1. Events will be planned and held by committee members, led by a coordinator, and supervised by the Reidenbaugh PTO Executive Board. All committees and coordinators must adhere to this organization's objectives and by-laws.
 - 6.1.2. Reidenbaugh PTO Executive Board will be responsible to authorize specific special events/activities committees as needed.
 - 6.1.3. Reidenbaugh PTO Executive Board will determine and approve all budget expenses and the committee is responsible for maintaining their approved budget.
 - 6.1.4. Reidenbaugh PTO Executive Board may establish and suspend such committees as determined by the current needs of Reidenbaugh and Reidenbaugh PTO. A vote of two-thirds of the Reidenbaugh PTO Executive Board is needed.
- 6.2. Committee Volunteer Terms of Service
 - 6.2.1. Each committee will be led by one or more volunteer chairperson(s) who will work together as a team and may be asked to participate in Reidenbaugh PTO Executive Board meetings from time to time.
 - 6.2.2. No member of the currently established committees may exercise authority outside the approval of the Reidenbaugh PTO Executive Board.

- 6.2.3. All committees are responsible to coordinate with the Reidenbaugh PTO Executive Board to communicate their plans and to receive approval from the Reidenbaugh Administration.
- 6.2.4. All committees will coordinate with the PTO President(s) to send out information, flyers, email blasts, signups, etc. after they have been approved by the Reidenbaugh Administration.
- 6.2.5. Committees or chairpersons will not secure any contract on behalf of Reidenbaugh PTO without the consent and signature of a Reidenbaugh PTO Executive Board Member.
- 6.2.6. Committees or chairpersons will not secure any vendor contract on behalf of Reidenbaugh PTO without the consent of the Reidenbaugh PTO Executive Board and verification of vendors' business insurance, in coordination with the Manheim Township School District Business Office.
- 6.2.7. Committees or chairpersons will not partake in purchasing items not previously approved in the budget or raising funds on behalf of Reidenbaugh PTO without the prior approval and vote of the Reidenbaugh PTO Executive Board.
- 6.3. Vacancy
 - 6.3.1. Any vacancy within a committee, whether in a chairperson role or volunteer member(s) may be filled through the assistance of the Reidenbaugh PTO Executive Board. If a chairperson or the number of needed volunteer members cannot be secured, the Reidenbaugh PTO Executive Board will discuss temporary suspension of the committee as well as future involvement of the committee. This may include canceling a Reidenbaugh PTO scheduled event, at any time, if a predetermined number of volunteers are not secured to ensure a safely managed event.

7. Article VII - Meetings

- 7.1. General Membership Meetings
 - 7.1.1. General Membership meetings will be scheduled during the school year, typically September through May. PTO meetings are scheduled by the Reidenbaugh PTO Executive Board and announced at the start of each school year. PTO meetings are open to all Reidenbaugh PTO members. Attendance is not required. Refer to the definition of membership within "Article III - Membership" in these by-laws.
- 7.2. Reidenbaugh PTO Executive Board Meetings
 - 7.2.1. Reidenbaugh PTO Executive Board meetings are open to all Reidenbaugh PTO Executive Board members as well as any invited Reidenbaugh PTO General Members.
 - 7.2.2. Reidenbaugh PTO Executive Board meetings can occur as often as needed, although the Reidenbaugh PTO Executive Board must meet

prior to the start of the upcoming school year, typically August, to discuss the upcoming school year's calendar of events as well as in early Spring to determine any Reidenbaugh PTO election and future needs.

- 7.2.3. Minutes are recorded at each Reidenbaugh PTO Executive Board meeting and available upon request from any Reidenbaugh PTO member. Reidenbaugh PTO Executive Board meeting minutes will be available for review within two weeks of the actual meeting date.

7.3. Place of Meetings

- 7.3.1. PTO meetings will typically take place within the Reidenbaugh building. The Reidenbaugh PTO Executive Board along with the Reidenbaugh Administration may hold virtual meetings online rather than, or in addition to, in-person meetings. Any changes in the meeting venue will be communicated as soon as possible, especially if weather conditions or an emergency situation should occur.
- 7.3.2. Reidenbaugh PTO Executive Board meetings may take place within the Reidenbaugh building, or another location within the community feasible for conducting business, or virtually as needed.

8. Article VII - Reidenbaugh PTO Funds

8.1. Use of Funds

- 8.1.1. Reidenbaugh PTO funds will be used for various programs, events, activities, and items which will directly benefit the students of Reidenbaugh. Funds may also be used to provide or assist in providing various Reidenbaugh improvements in which District funds do not or are not able to cover, with approval from the Reidenbaugh PTO Executive Board.

8.2. Income

- 8.2.1. All funds raised by Reidenbaugh PTO must be documented and submitted to the Reidenbaugh PTO Treasurer(s) within ten days of receipt. All funds received by the Reidenbaugh PTO Treasurer(s) must be counted, rectified, and deposited into the Reidenbaugh PTO bank account.

8.3. Expenses

- 8.3.1. Reimbursement for all Reidenbaugh PTO expenses will be made only after an accurate receipt(s) and properly completed Reimbursement Request Form is submitted directly to the Reidenbaugh PTO Treasurer(s) and are within the approved budgeted amount. Reimbursements will be made only after all receipts and forms have been audited, documented, and approved by Reidenbaugh PTO Treasurer(s). Questionable requests (including those that exceed the approved budget) will be referred to the Reidenbaugh PTO Executive

Board for approval, otherwise a Reidenbaugh PTO Treasurer(s) will act on their authority to complete the reimbursement requests while including all information in the official Reidenbaugh PTO Financial Reporting. Reimbursement requests must be made to the Treasurer prior to the close of the academic year, or the request will not be reimbursable.

8.4. Non-Budgeted Fund Requests

8.4.1. Monetary requests for non-budgeted items must be submitted to the Reidenbaugh PTO Executive Board for approval. All approvals of any non-budgeted monetary requests will be determined by a majority vote of the Reidenbaugh PTO Executive Board, to be recorded by the Secretary.

8.5. Non-Monetary Requests

8.5.1. Any non-monetary requests, such as donations for events and raffle prizes, will be completed in a manner which positively demonstrates the objectives of the Reidenbaugh PTO.

8.6. Reporting of Fund Use

8.6.1. An updated Reidenbaugh PTO Financial Report will be made available in written form at each General Membership meeting as well as at any requested Reidenbaugh PTO Executive Board meeting. Printed copies will be available for any Reidenbaugh PTO member during a PTO meeting. A copy of the updated Reidenbaugh PTO Financial Report will be kept and made available to any Reidenbaugh PTO member, at any time, if it is requested.

8.7. Line-Item Funds

8.7.1. At the end of each school year, all line-item funds are closed out and reallocated as part of the next year's budget.

9. Article IX - By-law Amendments

9.1. These by-laws may be amended at any time by presenting a proposal, in writing, to the Reidenbaugh PTO Executive Board outlining all proposed changes at least fourteen days prior to a General Membership meeting. Proposals will be on display, as well as posted at a designated place, for all members to view and consider. A two-thirds affirmative vote of all members present at the following regularly scheduled General Membership meeting is required to adopt the amendment.

10. Article X - Disbursement of Funds

10.1. In the event of a dissolution of Reidenbaugh PTO, the current members of the Reidenbaugh PTO Executive Board will vote to approve the distribution of any remaining funds.

REIDENBAUGH PTO BOARD

By signing below, I acknowledge that I have received, reviewed, and will abide by the "Reidenbaugh PTO By-Laws" as written above.

PRESIDENT(S)

Date: _____

Date: _____

VICE PRESIDENT

Date: _____

TREASURER

Date: _____

SECRETARY

Date: _____

COMMUNICATION COORDINATOR

Date: _____