

Wellsville Elementary School PTO Bylaws

Article I – NAME, DESCRIPTION & PURPOSE

Section 1: Name – The name of the organization shall be the Wellsville Elementary Parent Teacher Organization (PTO). The PTO is located at Wellsville Elementary School – 1060 Zeigler Road Wellsville, PA 17365.

Section 2: Description – The PTO is a non-profit organization that exists for charitable, educational and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: Purpose – The purpose of the PTO is to enhance and support the educational experience at Wellsville Elementary School, to develop a closer connection between home and school by encouraging parent involvement, and to improve the environment at Wellsville Elementary through volunteer and financial support.

Article II – MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of Wellsville Elementary School students, plus all staff at Wellsville Elementary School. There are no membership dues. All members have voting privileges.

Article III – OFFICERS

Section 1: Executive Board – The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Officer positions can be shared. The school Principal, or their designee, is a voting member of the Executive Board.

Section 2: Term of Office – The term of office of all officers is no more than two-years, beginning August 1st and ending July 31st of the following year, unless otherwise indicated upon confirmation vote. Officers may serve no more than two (2) consecutive terms in the same office.

Section 3: Qualifications – Any PTO member in good standing may become an officer of the PTO. A PTO member is in good standing if they have (a) attended at least three (3) PTO Meetings and (b) volunteered at three (3) PTO events during the previous fiscal year. A list of PTO events will be posted annually. All officers must have and maintain required clearances. These qualification requirements can be waived if appropriate by a 2/3 vote of the Executive Board.

Section 4: Duties

Executive Board: Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$150.

President: Preside at general PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice President: Oversee the committee system of the PTO, organize and recruit volunteers, assist the President, and chair meetings in the absence of the President.

Secretary: Record and distribute minutes of all Executive Board meetings and all general PTO meetings, prepare agendas for official PTO meetings, and hold historical records for the PTO. Manage communications and marketing for the PTO, including but not limited to support for PTO newsletters, email broadcasts, website, bulletin boards, etc.

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records. The Treasurer is also responsible for the transparency of PTO finances including posting and distribution of Bank Statements and other records. Due to the potential for a conflict of interest, this position may not be held by a PTO member who is employed by the Northern York County School District.

Section 5: PTO Meetings – The PTO shall meet monthly during the school year, or at the discretion of the President.

Section 6: Elections – Elections may take place annually as needed with most positions starting July 1st, the beginning of the new fiscal year. Nominations for officer positions will be accepted beginning April with votes occurring in May for positions for the following year (starting July 1st). Any officer must be voted in at a PTO meeting attended by a quorum of members, and by a vote of 2/3 of members present.

Section 7: Removal – Any officer can be removed from office for failure to fulfill their duties, after reasonable notice, by a majority vote of the Executive Board. Any officer found to have misappropriated funds or jeopardized the health and well-being of a student or staff of Wellsville Elementary School will be dismissed immediately without notice. Officers will also be removed if there is determined to be a perceived or actual conflict of interest regarding their membership on the Executive Board. Any member under investigation will have any access and duties restricted pending the outcome of an investigation.

Section 8: Vacancy – If a mid-term vacancy occurs on the Executive Board, the Board may nominate a PTO member to fill the vacancy for the remainder of the officer's term. This nomination must be approved by a 2/3 majority of members at a PTO Meeting.

ARTICLE IV: MEETINGS

Section 1: General PTO Meetings – General PTO Meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: Voting – Each member in attendance at a PTO meeting is eligible to vote, one vote per member. Absentee and proxy votes are not allowed.

Section 3: Quorum – Seven (7) member of the PTO present and voting constitute a quorum for the purpose of voting.

ARTICLE V: FINANCIAL POLICIES

Section 1: Fiscal Year – The Fiscal Year of the PTO begins July 1st and ends June 30th of the following year.

Section 2: Budget – A budget shall be drafted for each fiscal year and approved by a quorum at the first meeting of the new fiscal year. Changes to the budget of \$150 or less can be approved by the Executive Board. Changes in excess of \$150, not contained in the approved budget, must be approved by a quorum.

Section 3: Banking – All funds should be kept in an account in the name of Wellsville Elementary School PTO and held at a local financial institution. At a minimum, the President, Vice President and Treasurer shall be signatories to the bank account. If one of these members is employed by the Northern York County School District, a different Executive Board member may be a signatory to the bank account as to avoid a conflict of interest. At no time shall a single Executive Board Member be the sole signatory on the PTO bank account.

Section 4: Disbursements – Any disbursements from the account shall be consistent with the Purpose of the PTO – as described in Article I Section 3. Any disbursements shall be (a) included in the Approved Budget or shall (b) have received Executive Board approval if less than \$150 or quorum approval if more than \$150. Additionally, any disbursements by check shall require two signatures of the Executive Board. Any disbursements, including reimbursement requests shall be accompanied by a PTO Request Form and must be accompanied by receipt documentation. Request for disbursement without documentation will not be approved.

Any suspected mishandling or misappropriation of PTO funds will first be investigated by the Executive Board, then brought to the attention of the appropriate authorities and prosecuted to the fullest extent of the law.

Section 5: Reporting – All financial activity should be recorded, and the Treasurer shall reconcile the account(s) and report all financial activity monthly. This includes PTO access to bank account statements, and other fiscal documents as appropriate. The Treasurer shall also produce requested financial records within 72-hours of any request. A failure to provide records within 72-hours may result in an investigation or removal from duties as Treasurer.

The PTO shall conduct an independent review of its financial records each year.

Section 6: Ending Balance – The organization shall leave a minimum of \$2,500 in the account(s) at the end of each fiscal year.

Section 7: Contracts – Authority to sign contracts is limited to the President or the President's designee.

Article VI: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present, and voting is required to adopt an amendment to the bylaws.

Article VII: DISSOLUTION

Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills, dispose of all assets of the corporation and, with the membership's approval, spent for the benefit of the Wellsville Elementary School located at 1060 Zeigler Rd Wellsville PA 17365. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of York County Pennsylvania, exclusively for such purposes as said court shall determine.

Article VIII: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert's Rules of Order Newly Revised.

These bylaws were adopted on (08/10/22)

Amended (date): _____