

# **Bylaws**

## **Sporting Hill Parent Teacher Organization**

### **Article I - Name**

The name of this organization shall be Sporting Hill Parent Teacher Organization (herein after referred to as Sporting Hill PTO).

### **Article II - Mission**

The Sporting Hill PTO is a nonprofit organization whose mission is to institute and sustain a close relationship between the parents, teachers, and students of Sporting Hill Elementary in order to best understand the needs. By fostering these relationships, the PTO can wisely create opportunities within the school and community to help meet the needs and interests of our students and teachers. The PTO aids teachers within the classroom, raises funds for educational materials, and provides an unbiased forum for sharing information on issues that impact our children. It is our belief that the team effort of the PTO offers the best possible learning environment for our children.

### **Article III - Membership**

All parents and/or guardians with a child currently enrolled at Sporting Hill Elementary School and all currently employed teachers of Sporting Hill Elementary School are considered members of Sporting Hill PTO. All current members must uphold the policies of the organization and subscribe to its bylaws.

### **Article IV - Officers and Elections**

**Section 1. Officers.** The officers of this organization shall be President, Vice President, Secretary, and Treasurer.

- a. **President.** The President shall preside over all meetings of the organization and of the executive board; serve as the primary contact for the principal; serve as an ex officio member of all committees; create the agendas for PTO meetings; and coordinate the work of all officers and committees so that the purpose of the organization is served.
- b. **Vice President.** The Vice President shall act as an aide to the president and

shall perform the duties of the president in the event of his or her resignation or absence, and any other duties as determined by the Executive Board.

- c. **Secretary.** The Secretary shall keep a permanent and accurate record of all meetings and shall perform such other duties as may be delegated to him/her by the Executive Board. The Secretary shall deliver approved meeting minutes to the president in person or via email within one week of their approval so that they can be made available to the public via the Sporting Hill website.
- d. **Treasurer.** The Treasurer shall receive all money of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds only as authorized by the President, Principal, approved line item, or a majority of the executive board. The Treasurer's report must include a summary for all budgeted line items. Any unexpected line items, or unusual entries, including changes to line items must also include descriptions of the line item and the reason for its inclusion. The Treasurer shall deliver approved reports to the President in person or via email within one week of their approval so that they can be made available to the public via the Sporting Hill website. At any time, by request, the Treasurer will provide a detailed line item report of all expenditures to any member of the PTO.
- e. All officers shall deliver to their successors all official materials by July 1. Prior to the start of the school year, there will be a meeting consisting of outgoing executive board members and incoming executive board members.

**Section 2. Eligibility for Office.** Each officer of this PTO must be a member of this PTO. This organization cannot be managed or operated by individuals who are employed by the Cumberland Valley School District. In order to be eligible for the Presidency, a person must be an active member and have attended at least one meeting during the current school year of his/her nomination.

**Section 3. Elections.** Officers will be nominated in April. Candidates for each office will be announced at the April meeting, if there is one. The slate will also be made public via eNews and PTO Social Media. If more than one person is running for the same office, a written ballot vote will be taken at the May meeting. If there is but one nominee for any office, election for that office shall be by voice vote at the May meeting. The nominated individual must be present at the May meeting to accept the nomination in order for a vote to occur.

- a. In the event that an in-person meeting is not conducted, elections may be held via live online meeting, or through a platform such as Google forms for the purpose of recording votes.

**Section 4. Vacancies.** A vacancy occurring in any office shall be filled by a majority vote of the Executive Board. If necessary, election results will be considered when making this decision. If a vacancy occurs in the office of President, the Vice President shall complete the term.

**Section 5. Terms of Office.** Officers shall assume their official duties on July 1 and shall serve one year, or until a successor is elected. Ideally, no officer shall be eligible for the same office for more than two consecutive years, unless there is no one else willing to serve. The office of Treasurer is the only exception. Ideally, the Treasurer will serve for two full years. If there are extenuating circumstances, a one year term will be accepted, but the Treasurer is not permitted to serve for more than two years.

- a. In the event that a new Treasurer does not volunteer with enough time for adequate training, the current Treasurer may serve for one additional year in a Co-Treasurer capacity and will work with the incoming Treasurer as needed.

**Section 6. Removal from Office.** Officers can be removed from office with cause by a majority vote of those present (assuming a quorum) at a regular meeting. A seven day notice must be given prior to this vote.

## **Article V - Organizational Policies**

The program of this organization shall be educational and shall be developed through conferences, committees, and projects. This organization shall be non-commercial, non-sectarian, and non-partisan, and no candidate shall be endorsed by it. Neither the name of the PTO nor the name of its officers in their official capacity shall be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the Sporting Hill PTO. This organization shall not seek to direct the administrative activities of the school or to control its policies. It may serve in an advisory capacity or provide a forum for topics of general concern. This organization may cooperate with other groups and agencies that are active in child welfare such as Boy Scouts, Cub Scouts, Girl Scouts, Brownies, etc., provided it makes no commitment which binds the organization.

**Section 1. Chartered Organization.** Sporting Hill PTO shall serve as the Chartered Organization for Cub Scout Pack 196. A member of the PTO Executive Board shall serve as the Chartered Organization Representative for the Pack and shall communicate regularly with the Pack's Cubmaster and Committee Chair to ensure their policies are being upheld. The Chartered Organization Representative shall assist with the Pack's charter paperwork every year and shall also approve any expenditures made by the Pack in excess of \$200.

- a. Cub Scout Pack 196 will be present at all PTO meetings to provide updates on Pack activities and finances.

## **Article VI - Non-Discrimination**

Sporting Hill PTO is an inclusive school community made up of parents, staff, and administration that will not discriminate because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and/or expression against other parents, staff, administration, or students. We agree to work together for the good of our students and their families while adhering to the bylaws of this organization. Any discrimination will be brought to the district administration and/or School Board.

## **Article VII - Meetings**

**Section 1. Regular Meetings.** The regular meetings of the PTO shall be announced by the beginning of the school year. They will be held monthly (with the exception of the month of December), unless otherwise noted on the calendar. The dates of the meetings will be determined by the executive board.

**Section 2. Special Meetings.** Special meetings may be called by the President or a majority of the Executive Board.

**Section 3. Quorum.** A Quorum shall consist of two members of the Executive Board, one Sporting Hill teacher, and three additional members. A quorum must be present in order to make the meeting valid.

**Section 4. Notification.** At least seven days notice shall be given for a cancellation, except in the event of inclement weather or school closure. At least seven days notice will also be given if a meeting is rescheduled, or if a special meeting is called.

## **Article VIII - Executive Board**

**Section 1. Membership.** The Executive Board shall consist of the officers of the PTO. The previous President will be available to the Board on an as-needed basis.

**Section 2. Duties.** The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting; create standing rules and policies; create

standing and temporary committees; prepare and submit a budget to the membership; approve routine bills; and prepare reports and recommendations to the membership.

## **Article IX - Committees**

**Section 1. Membership.** Committees may consist of general members and/or board members, with the President acting as an ex officio member of all committees. Standing Committees shall be created by the Executive Board, as may be required, to promote the interests of the PTO.

**Section 2. Reporting.** The chairpersons of all standing committees shall report monthly, either verbally or in writing, to the Executive Board. No committee work shall be undertaken without the approval of the Executive Board.

**Section 3. Record Keeping.** Standing committees shall, at year's end, prepare or update an explanation of their duties and responsibilities. This must be made available to a new member who takes over that position. This should include not only the actions taken, but also any contact information for third party vendors. The information should be provided in folders, binders, or computer files as necessary to record and communicate in writing the committee information to future chairpersons. At the end of each chairperson's term, this information should be submitted to the President to be reviewed and stored for the next chairperson. If possible, the past chairperson should be available to answer questions on an as-needed basis to the current chairperson.

## **Article X - Finances**

**Section 1. Budget.** A tentative budget shall be drafted by the Executive Board during the summer months and approved at the August meeting by a majority vote of the members present.

- a. The President will communicate with each Committee Chair to discuss the prior budget and what they think they will need for the next year's budget. Other Executive Board members are also permitted to participate in this communication but are not required to do so.
- b. The budget will be posted on the PTO website with adequate time to review before the first PTO meeting of the year, with a link distributed to the general membership of the PTO.

- c. All expenditures within the realm of the approved budget are authorized expenditures.

**Section 2.** The Treasurer shall keep accurate records of any disbursements, income, and bank account information. A tracking and filing system must be established for all receipts.

**Section 3.** The President shall approve all expenses of the organization. Expenses greater than \$500 must be approved by both the President and the Principal. Requested funds that are not allotted in the annual budget shall be taken to public vote at the next PTO meeting. In the event that a PTO meeting is not held, funding decisions may be passed with a majority vote of the Executive Board.

**Section 4.** The Sporting Hill PTO checking account must have two authorized persons on the account at all times, consisting of the current PTO Treasurer and the Principal of Sporting Hill Elementary.

**Section 5.** The Treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

- a. The Audit Committee shall be appointed by the President and shall consist of no less than 3 members. The Treasurer for the year being audited (or any member of his/her household) may NOT be on the Audit Committee.
- b. For the year being audited, the Committee Chair for the following committees (or any member of their households), may NOT be on the Audit Committee: Bingo, Silent Auction, Race for Education, Read-a-Thon, May Fair, Gertrude Hawk, Spirit Wear, Hershey Park Tickets, Yearbooks, Square 1 Art, Bulldog Store, or Clubs.
- c. The Audit Committee shall submit its findings and recommendations to the Executive Board as soon as the audit is complete.

**Section 6. Reimbursements.** To be reimbursed by the PTO, a reimbursement form must be submitted to the Treasurer. This form must include any receipts or invoices for the requested reimbursement.

- a. The President must authorize all reimbursements by signing the reimbursement form. This should be done prior to the reimbursement being dispersed whenever possible. In the event that the requested reimbursement exceeds \$500, a signature must also be obtained from the Sporting Hill Principal.

**Section 7.** All Executive Board members and Committee Chairs will follow the Sporting Hill PTO Money Handling Policies and Procedures.

**Section 8.** The Treasurer or another member of the Executive Board shall take PTO funds directly from the school to the bank for deposit. In the event that this is not possible, the monies will be stored in the PTO safe at Sporting Hill Elementary School and deposited at the next available opportunity. PTO funds shall not be removed from the school by any other member of the PTO and shall not be taken anywhere other than the bank.

- a. In the event of an extended school closure, during which money and deposits need to be taken care of, and during which the school safe is not accessible, the Executive Board and Principal will discuss, agree upon, and be aware of the method with which these deposits are being executed.

**Section 9. Fiscal Year.** The fiscal year shall begin on July 1 and end on June 30.

- a. All PTO financial records must be turned over to the next incoming President and/or Treasurer by June 30 of each school year.
- b. The incoming and outgoing President and Treasurer must make themselves available to sign and record the transfer of bank accounts once the audits have been finished. Financial records include: bank statements, outstanding debt records, history of all transactions, receipts, copy of financial software records, and tax information. Other pertinent records include: date of contracted events, frequent contacts, sample forms, documents, PTO inventory, etc.

## **Article XI - Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the PTO bylaws or any other special/standing rules.

**Section 1. Standing Rules.** Standing rules may be approved by the Executive Board, and the Secretary shall keep a record of the standing rules for future reference.

## **Article XII - Dissolution of the Organization**

**Section 1.** The PTO may be dissolved with a 14 calendar day notice and a two-thirds vote of those present at the meeting.

**Section 2.** Upon the dissolution of the PTO, the Executive Board shall pay, or make provisions for the payment of, all organizational liabilities. After payments are made, they shall dispose of all other assets of the organization to: organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes that, at the time, qualifies as an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of Cumberland County.

### **Article XIII - Amendments to Bylaws**

These bylaws may be amended at any regular or special meeting by a two-thirds vote of the members present, provided that previous notice of the proposed amendment was given. The bylaws of the PTO will be reviewed, and if needed, amended, every two years. A majority vote will constitute their acceptance as long as a quorum is present.