

Locust Grove Elementary School

Parent Teacher Organization

Bylaws

Article 1 Name

The name of this organization is the Locust Grove Elementary Parent Teacher Organization located in Windsor Township, Pennsylvania. The Locust Grove Parent Teacher Organization (LGPTO) has no affiliation with any state or national PTA/PTO and is independent of all other PTA/PTO organizations.

Article II Purpose

The purposes of this organization are:

1. To promote the welfare and education of children and youth in home, school, and community and to support the Red Lion Area School District to promote “Lifelong Learners”.
2. To provide opportunity for parents and teachers to work together to build a relationship between school and home to further benefit the education of the children and youth.
3. To provide activities for children and youth that will promote community involvement and build relationships between school and home.
4. Provide instructional support by working together with Teachers and administration to assure the students have what they need for learning.
5. To fund and maintain a separate account designated towards to maintain and replace any purchases made for the school (Technology, playground, etc).

Article III Basic Policies

The following are the basic policies of this organization:

1. The organization shall be noncommercial, nonsectarian, and nonpartisan.
2. The name of the organization or the name of any 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 promotion of the objectives of the organization.
3. The organization shall not directly or indirectly participate or intervene (in any ways, including publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its

activities to attempting to influence legislation by propaganda or otherwise.

4. The organization shall cooperate with schools to support the improvement of education in ways that will not interfere with the administration of schools and shall not seek to control their policies.

5. The organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils. The Executive Committee shall approve the cooperation, but a PTO representative shall make no commitments that bind the group he/she represents.

6. In the event of dissolution of the organization, any remaining funds shall be used to pay outstanding bills of the organization. If there are any funds after bills are paid the remaining money shall be used for the benefit of the Locust Grove Students.

7. The organization shall obtain at least three competitive bids (in writing) for any expenditure over fifteen hundred dollars. The Executive Committee shall call a meeting with its members to discuss and approve all proposed purchases in excess of fifteen hundred dollars (\$1500), even when that item is included in the approved budget of the organization.

8. All Executive Committee Officers and Standing Committee Chairpersons shall be required to obtain PA security and background clearances for the protection of our students and themselves.

Article IV Articles of Organization

The articles of the organization of the LGPTO are composed of the Bylaws.

Article V Membership

1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

2. Every member of the PTO has the right to be an active member or chairperson of any committee, make a motion, and vote.

3. Membership shall be available any time throughout the school year.

4. Membership for qualifying individuals shall be available without regard to race, color, creed, gender, sexual orientation, physical disability, or national origin.

Article VI Officers and Elections

Section 1. Officers.

- a. The officers shall be a President, Vice President, Secretary, and Treasurer. A CoPresident may also be elected at the discretion of the LGPTO.
- b. President and Secretary elections shall be held in even numbered years, and Treasurer and Vice-president elections shall be held in odd numbered years. This assures that an authorized experienced check signer is available to the newly elected board members.
- c. Officers shall assume their official duties on July 1st and shall serve for a term of one year.
- d. A person shall not be eligible to serve more than two (2) consecutive terms in the same office. If an officer position is vacant after the official voting at the April meeting, the existing officer is permitted to fill that vacancy after being voted in by the members of the LGPTO. They may serve one (1) extra year, not to exceed three (3) years in the same position.
- e. Only those persons who have signified their consent to serve if elected shall be elected to such office.

Section 2. Nominations

- a. Nominations shall be submitted by anyone in the organization and may be made up until two (2) weeks prior to the election meeting.
- b. The nomination slate will be proposed at the April meeting.
- c. The nominating committee shall be appointed by the President. The committee shall consist of at least one Executive Board member and one LGPTO member.
- d. The nomination committee shall nominate at least one eligible person for each office.
- e. The committee shall distribute a list of all nominations to school and families prior to the election in April.
- f. At the April meeting nominations may also be made from the floor.
- g. Voting shall be by voice vote. If more than one person is running for the same office, a ballot vote shall be taken.

Section 3. Election of Officers

- a. Officers shall be elected by voice vote or ballot vote if more than one person is running

for the same office, annually, in the month of May. However, if there is but one nominee for any office it shall be in order to move that the secretary cast the elective ballot of the organization for the nominee.

b. If there is more than one person running for a single office position there will be a ballot vote. The majority vote will determine who takes the office.

c. If needed, officers may be elected by ballot in the school office, one day prior to the election and on the day of the election. This will allow persons not able to make it to the meeting a chance to vote.

Section 4. Terms of Office.

a. Officers are elected for a term of one (1) year.

b. Each person elected shall hold only one office at a time.

Section 5. Vacancies.

a. If there is a vacancy in the office of President, the CoPresident will become the President, if such an officer exists. Otherwise the VicePresident will become the President.

b. For all offices except the President if there is a vacancy it shall be filled for the remaining term by a person elected by a majority vote of the remaining members of the Executive Committee, notice of such election having been given.

Section 6. Installation of Officers

a. The installation of officers will consist of presenting all new officers with a copy of the current Bylaws. They are to acknowledge that they will uphold the objectives of the organization and pledge to serve faithfully and to the best of their ability.

b. There is to be a transition meeting between the Executive Committee the Board Elect before July 1st.

Article VII Duties of Officers

Section 1. President and/or CoPresident

a. Shall preside at all meetings of the organization.

b. Call the meeting to order at the designated time and then proceed with the necessary business, as outlined on the agenda.

c. Preserve order throughout the meeting.

- d. Follow accepted order of business using the Roberts Rules of Order.
- e. Call upon the Vice President to preside if they need to speak a motion or leave the chair.
- f. May vote when voting is done by ballot. In other cases may cast a vote to break a tie.
- g. The President and VicePresident shall work together to ensure that all Committee Chairpersons have the support necessary to fulfill their duties.

Section 2. VicePresident

- a. Act as the Volunteer Coordinator for the Organization. The VicePresident will recruit volunteers from the volunteer list to secure chairpersons as necessary.
- b. The VicePresident and President shall work together to ensure that all Committee Chairpersons have the support necessary to fulfill their duties.
- c. Shall assist the President and carry out the President's duties in his or her absence or inability to serve.
- d. Work with the Secretary to coordinate the publicity of PTO activities.

Section 3. Secretary

- a. Coordinate with the VicePresident the publicity of the PTO activities.
- b. Shall maintain all permanent records of the organization, including but not limited to the organization's ByLaws, IRS Determination Letter, Standing Rules, approved meeting minutes and reports.
- c. Shall take and record minutes, prepare the agenda, handle correspondence, and send notice of meetings to the membership.
- c. Keep a copy of the minutes, bylaws, rules, membership list, and any other necessary supplies and brings them to meetings.

Section 4. Treasurer

- a. Shall have custody of all the funds of the PTO, shall keep a full and accurate account of receipts and expenditures, and shall make disbursements in accordance with the approved budget as authorized by the PTO or the Executive Committee.
- b. Shall present a financial statement at every meeting of the PTO and at other times as requested by the Executive Committee and shall make a full report.

c. The Treasurer shall be responsible for the maintenance of such book of accounts and records.

d. Auditing Committee shall be appointed by the Executive Committee. No Board members shall serve on the Auditing Committee.

e. The Treasurer shall deliver the following to an Auditing Committee within 10 days of the close of the fiscal year (June 30th).

1. Checkbook

2. Monthly bank statements

3. Canceled checks

4. Itemized statements of bills

5. Paid invoices and reimbursement forms

6. Deposit and withdrawal receipts

7. Any other material requested by the auditors

f. Once the audit is completed, a copy of the audit and the budget for the new school year should be given to the school Principal, Elementary Supervisor at the Ed. Center, Business Manager at the Ed. Center by September 30th.

g. It shall be the policy of the organization to require the Treasurer and at least one other member of the organization to count all monies received to the organization together to ensure accuracy. This includes monies from fundraising and all PTO events where a deposit will be made into the organization's account. If the Treasurer is unavailable for a given event, another Board member must count all monies together with at least one other member of the organization and secure the funds as directed by the Treasurer.

h. Shall ensure that all federal income tax returns are prepared and submitted on a timely basis with the IRS.

i. Shall ensure that all state sales tax returns are prepared and submitted on a timely basis in accordance with the Pennsylvania law.

Section 5. All Officers

a. Shall perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws, and those assigned from time to time.

b. All officers shall deliver to their successors all official PTO materials, keys and any other PTO equipment or assets as they may have in their possession no later than the end of their term. Treasurer's records will be turned over to the new officer after the books have been audited. The checkbook will be turned over by July 1st.

c. The Executive Board or an appointed member shall update and maintain the Locust Grove PTO website.

Article VIII Executive Board

Section 1. Membership

The Executive Board shall consist of the Officers of this organization and the Principal of the school or a representative appointed by the Principal. The members of the Executive Board shall serve until June 30th.

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.

Section 3. Meetings

a. A minimum of two (2) meetings of the LG PTO shall be held during the school year. These 2 meetings are suggested to be held in September to approve the by laws, budget and plans for the school year and in April when the board for the next year is voted. Additional in person or virtual meetings will be required when votes need to occur or a new board member/Principal is instated. If the principal or other members of the school and community feel that an in person or virtual meeting is required to update the members at large, it should be requested and scheduled to be held within 30 days of the request. If at any time the principal feels there is not enough being communicated by the LG PTO Board there may be a request made to hold a minimum of five (5) meetings per school year.

Dates, times and locations of meetings shall be determined by the president and principal, and notification of such dates and times shall be sent home at the beginning of the school year. In lieu of meetings the other months of the school year, a communication should be sent out in a way that the entire school community will be able to access. This communication should include all financial updates, Principal updates, and communication on past and future LG PTO events/fundraisers, and must have 2 communication methods of the board so any questions or concerns can be addressed.

If the dates of any of the pre-scheduled meetings need to be changed, Seven (7) days notice shall be given of a change of date. As long as one quarter of the executive

board members are present, it shall be considered a regular meeting. At least one of the meetings is required to have all board members present in order to fulfill the 501C3 requirement for non-profit status.

b. Special meetings may be called by any two board members, with 24 hours notice.

Section 4. Quorum

Half of the number of the board members plus one constitutes a quorum of the executive board.

Article IX Standing and Special Committees

Section 1. Membership

Committees may consist of members and board members, with the President and/or CoPresident and Vice President as an ex officio member of all committees.

Section 2. Standing Committees

The executive board may create such standing committees as it may deem necessary to promote the objectives and carry on with work of the organization.

a. The chairman of each standing committee shall serve a term on one (1) year. If more than one person has expressed interest in chairing the same committee, a ballot vote shall be taken.

b. The chair of each standing committee shall present their plan of action during regular monthly meetings. No committee work shall be undertaken without the consent of the executive board and the approval of the principal.

Section 3. Special Committees

The power to form special committees and appoint their members rests with the Executive Board. Since a special committee is created and appointed for a special and specific purpose, it automatically goes out of existence when its work is done.

Section 4.

All standing and special committee chairpersons shall be given a copy of these bylaws and other guidance as may be necessary for them to fulfill their duties.

Section 5.

A Committee Chair or CoChairperson can be removed from his/her duties with or

without cause by a two thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article XFiscal Year

The fiscal year of the organization shall begin on July 1st and end the following June 30th.

Article XIFinances

Section 1

A tentative budget shall be drafted by the board and presented at the first regular PTO meeting in the fall of each school year to be approved and made the official budget by a majority vote of the members present at the first regular meeting assuming a quorum.

Section 2

Authorized signers of any checks shall be the treasurer and one other board member. All checks must bear two (2) authorized signatures.

Section 3

Expenditures greater than one hundred (100) dollars over the approved budget must be approved by the members at a monthly PTO meeting.

Section 4

Authorized signers of any contracts on behalf of the LG PTO shall be the Board President and one other Board member.

Article XIIAmendments

Section 1

These bylaws may be amended at any regular or special meeting, providing that notice was given at least twenty five (25) days prior to the meeting at which the amendment is to be voted upon. Notice may be given verbally at a preceding meeting, by postal mail, email, newsletter, flier, website or fax. Amendments will be approved by a two third vote of those present, assuming a quorum.

Section 2

A special committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws, only by a majority vote at a meeting of the LGPTO. The requirements for the adoption of the revised set of laws shall be the same as in the case of an amendment.

Article XIII Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article XIV Conflict of Interest

Section 1. Purpose

The purpose of the conflict of interest policy is to protect this tax exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or member of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest to nonprofit and charitable organizations.

Section 2. Policy

Officers and members have a duty to avoid potential or apparent conflicts of interest. To avoid the appearance of impropriety, it is important for individuals to disclose any of the following facts.

- a. Whether they have a potential conflict of interest with respect to any transaction, business decision, or other matter in which the organization is involved.
- b. Whether they have a financial, business, or personal interest in an entity in which the nonprofit organization is or will be doing business.
- c. Whether individuals related to them have a financial, business, or personal interest in an entity with which the nonprofit organization is or will be doing business.
- d. Whether they serve as director, member, or employee of a corporation with which the nonprofit organization is or will be doing business.

The board should proceed with caution when any of the above facts are present because there may be a conflict of interest. An individual who has a potential conflict with respect to a particular transaction should abstain from participating in the negotiations and decisions surrounding that transaction. To avoid the appearance of impropriety, the individual who has the conflict of interest should not be counted in determining the existence of a quorum at the meeting of the board at which the matter is voted upon and should not be present in the room during any discussions that relate to the transaction. The minutes of the meetings at which such votes are

taken shall record such disclosure, abstention, and rationale for approval.

Article XV Validity

If any part, article, or section of these bylaws would be declared invalid, then all the other articles and sections will still be considered valid. It is the intention of this organization that all articles and sections of the bylaws shall be severable.

Revisions on October 29, 1992; Mary Wurzbaker, Secretary

Revisions on May 5, 1997: Laura Tassone, Vice President

Revisions on April 8, 2002; Sindi Chronister, Treasurer and Kate Murphy, CoPresident

Revisions on May 1, 2006; Lisa Thompson, Vice President

Revisions on May 7, 2012; Denise Wurster, President

Revisions on May 29, 2012; Denise Wurster, President

Revisions on April 8th, 2013; Angela Lusco, President

Revisions on September 5, 2023; Kelly Ridgway, President

Revisions on February 15, 2024; Kelly Ridgway, President