

**Monroe Elementary
Cumberland Valley School District
1240 Boiling Spring Road
Boiling Springs, PA 17007**

PTO By-laws as adopted September 13, 2022

Article I: Name

Section 1. The name of this organization shall be the Monroe Elementary School-Parent Teacher Organization (PTO).

Article II: Mission

Section 1. Monroe Elementary School PTO is a non-profit, parent-led group whose purpose is to:

- a) Encourage parents and families to assist with various school activities/functions/services
- b) Provide financial assistance where needs are identified.
- c) Support the education and social environment of children at Monroe Elementary by fostering relationships among the school, parents, teachers, and community.

Article III: Fiscal Year

Section 1. The Fiscal Year of the PTO shall begin on July 1st and end on the following June 30th.

Article IV: Policies

Section 1. The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on race, color, age, sex, gender, creed, national or ethnic origin, disability, or religion, against any other parent/guardians, staff, administration or students.

Section 2. The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c)(3) of the Internal Revenue Code. (EIN: 25-1881617).

Section 3. The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the mission of the PTO.

Section 4. The PTO may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

Section 5. This organization may cooperate with and support other organizations and agencies active in child welfare, such as Boy Scouts, Cub Scouts, Girl Scouts, etc., provided its representatives make no commitments that bind the group represented.

Section 6. The PTO shall make no commitments on behalf of a PTO member unless specifically designated by the PTO Executive Board.

Section 7. Social Media Policy: The PTO social media pages are restricted to information sharing posts. All social media pages for the PTO will contain only information relative to Monroe and the school district, and events at these locations. No posts will be approved that debate relevance or validity of policies or events at these locations. The Executive Board reserves the right to deny posts at their discretion should they consider the posts irrelevant to Monroe activities, redundant or harmful. A majority vote of the Executive Board may override such denials.

Section 8. The Fiscal Policies are separately included as an addendum to these bylaws

Article V: General Membership

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school, the Principal, or any teacher or staff currently employed at the school are part of the PTO General Membership.

Section 2. There are no membership dues associated with being a member of the PTO.

Section 3. All General Membership can participate at the General Membership Meetings to support the students, staff, and community of Monroe.

Section 4. All current General Members must be willing to uphold the policies and mission of the PTO and subscribe to its bylaws.

Article VI: General Membership Meetings

Section 1. Regular meetings of this organization shall be held throughout the school year. Meetings will take place at least one time per month during the academic year as designated on the PTO page of the Monroe website.

Section 2. Any additional or rescheduled General Membership meetings will be announced at least seven days prior to the occurrence of the meeting.

Section 3. All members of the General Membership shall have the privilege of holding office, making motions, and voting on business that does not involve monetary expenditures.

Section 4. A quorum for the purposes of voting at a regular meeting shall be at least two General Members in addition to a minimum of three Executive Board members. A majority vote of those present is required for action on any voting.

Article VII: Officers and Their Duties

Section 1. The officers of this organization shall be a president or two co-presidents, a vice-president or two co-vice presidents, a secretary or two co-secretaries, and a treasurer or two co-treasurers. In addition to these officers, the General Membership shall elect up to three members at large.

Section 2. Duties of elected officers are as follows:

A. President: Shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, prepare and post the meeting agendas by the end of the Friday before the meeting, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee and auditing committee, appoint committee chairpersons as necessary, co-sign checks, and may call and conduct special meetings or reschedule meetings as necessary.

B. Vice-President: The vice-president shall act as aid to the president and shall perform the duties of the president in the absence of that officer. In addition, this position will maintain current by-laws and act as project manager for the Spring Fair.

C. Secretary: The secretary or a designate shall keep a record of all meetings of the organization and of the executive board and shall post all minutes on the Monroe Elementary website, and maintain all records for seven years. The Secretary shall perform such other duties as may be delegated to the office.

D. Treasurer: The treasurer shall receive all moneys of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out local funds only as authorized by the Executive Board. The treasurer shall present a written statement of account at every meeting of the PTO and at other times when requested by the Executive Board or other members of the PTO, and shall make a full report available at the end of the school year. In addition, the treasurer will:

1. Ensure that the Executive Committee approves budgeted line item and routine bills under \$100 and reviews deposits for reasonability monthly.
2. Provide proposed disbursements above \$500 to the Executive Committee monthly for majority vote approval.
3. Close accounts as of June 30 of each year and immediately provide accounts and documentation to the sub-committee designated to perform the annual review.

E. Members at Large: These three members of the Executive Board will serve as tiebreaker votes. They will vote as they choose when votes are called for from the

Executive Board. Their votes will only be counted in the event that the votes cast by Executive Board members result in a tie.

Article VIII: Elections:

Section 1. Members are eligible for office if they are members in good standing at least 14 calendar days before the nomination occurs.

Section 2. A PTO volunteer will serve as an Election Coordinator. This person will be a parent or guardian of a current Monroe student, but cannot be a member of the current PTO Executive Board.

Section 3. In April, a Nomination Ballot shall be distributed to the General Membership population. Nomination ballots will be collected one week after distribution, and nominated candidates will be contacted to confirm their acceptance of the nomination.

Section 4. A Slate of Candidates will be prepared based on the nominations. Only candidates who have been nominated and who have accepted their nomination will appear on the ballot. No write-in candidates will be permitted.

Section 5. An official Election Ballot shall be sent in May to the General Membership population. Election ballots will be collected one week after distribution. Ballots shall be counted by the Election Coordinator in the presence of all candidates who wish to be present at a designated place and time. The Election Coordinator will notify the candidates of the results and will report on the nominations and elections at the final PTO meeting of the year. Newly elected Board members will be introduced.

Section 6. Parent and teacher Officers shall serve for a term of two years corresponding beginning July 1 and ending June 30. However, an officer shall be eligible to hold the same office for more than two consecutive terms if another candidate cannot be obtained.

Section 7. A vacancy occurring in an office at any point during the year can be filled by majority vote of the Executive Board.

Section 8. An officer can be removed from office for failure to fulfill their duties by a two-thirds vote of the Executive Board.

Section 9. All officers shall deliver to their successors all official material at the end of their term of office, June 30th. The exception will be the treasurer, who will turn over their material after it has been reviewed.

Section 10. In case of a school shutdown, where the school is otherwise inaccessible, and the Executive Board is prevented from the ability to properly communicate, the Executive Board can push the elections until a reasonable time where the school is reopened and accessible. In such an event, the current Executive Board can serve until the end of their term or until the next election can occur.

Article IX: Executive Board

Section 1. The Executive Board, shall consist of the Elected PTO officers, the Principal of the school, two teachers appointed by the Principal, and three elected Members at Large.

Section 2. The duties of the executive board shall include but not be limited to:

- a) To conduct necessary business between meetings,
- b) To create and monitor the work of standing committees when necessary,
- c) To present a report(s) at the regular meetings of the PTO,
- d) To prepare and submit to the organization a budget for approval for the fiscal year starting July 1 and ending the following June 30,
- e) By majority vote, approve all disbursements that are not identified in the budget.
- f) Two PTO Executive Board members shall provide, verifying signatures on all checks exceeding \$250,
- g) Solicit 2-3 volunteers from the general PTO membership each year to conduct an annual review of all financial transactions and records. Members of this sub-committee must be unbiased, with no direct links to the year's financial transactions and willing to perform the review.

Section 3. All members of the Executive Board shall have voting authority. The votes of the Members at Large will only be counted in the event of a tie of votes cast by all other Executive Board members. Although others may attend General Membership Meetings, only members of the Executive Board may vote during Executive Board meetings, which could be held immediately before or after a General Membership Meeting.

Article X: Standing Committees

Section 1. Standing committees shall be created by the Executive Board as needed to promote the objectives and interests of the organization.

Section 2. Committee Chairs shall report to and actively communicate with the Executive Board to ensure that their events/committees are handled in accordance with these bylaws, and to ensure that any budgetary concerns are addressed with the Executive Board for discussion and approval prior to any expenses are incurred.

Article XI: Amendments

Section 1. The by-laws will be reviewed, amended if needed, and approved each year for the current school year.

Article XII: Dissolution

Section 1. The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting, and the request is approved by a majority vote of those present.

Section 2. Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then a vote shall be taken by the General Membership to spend the remaining funds on an item or items that will benefit the students.

Fiscal Policies for Monroe Elementary PTO

~approved as addendum to Bylaws by Executive Board on 9/13/2022~

Segregation of Duties between Co-Treasurers

When the position of Treasurer is being filled by two Co-Treasurers, one Co-Treasurer will act as the processor of cash receipts and cash disbursements, while the other Co-Treasurer will act as the bookkeeper and preparer of financial reports. The following protocol should be followed when possible:

1. Cash and checks for deposits will be counted together and appropriate documentation will contain the counted amount of checks and cash and will include the date of the count and the signature of both Co-Treasurers. In the event that both Co-Treasurers cannot be present to count a deposit, another volunteer will perform the count check and sign the documentation for the count, along with the present Co-Treasurer.
2. One Co-Treasurer will maintain primary custody of the checkbook and process disbursements and pay invoices. The other Co-Treasurer will record these disbursements into QuickBooks.
3. One Co-Treasurer will make physical deposits to the banking institution while the other Co-Treasurer will record the deposit into QuickBooks based on the receipt provided by the other Co-Treasurer.
4. The Co-Treasurer acting as bookkeeper will prepare monthly budget to actual reports for presentation to the Executive Board and General Membership, and will provide digital copy (along with prescribed cover sheet and copy of relative bank statement) to the school district, on a monthly basis.

Best Practices for Cash Receipts

1. Program Coordinators collecting checks and cash should prepare and sign a Deposit Notice (available under the Forms for Use by Coordinator section of the PTO website) detailing the funds received and deposit envelope with funds and notice into the PTO wall mounted lock box in the school office. If for some reason this option is not available, the envelope can be given to one of the school secretaries and requested to be placed in the school safe. It is imperative that the coordinator email a Treasurer to notify a deposit is available at the school to ensure funds to not go undeposited for long periods.
2. Any collection and submission of cash and/or checks should be accompanied by documentation noting date, amount and the signature of the volunteers who counted the funds. ALL COLLECTIONS AND DEPOSITS OF CASH RECEIPTS MUST HAVE DUAL SIGNATURE.

Best Practices for Cash Disbursements

1. All Disbursements must have support. Appropriate invoicing is the best choice for support, but emails or other documentation will be acceptable if an actual invoice or receipt is unavailable.
2. Program coordinators or volunteers requesting reimbursement must complete reimbursement request forms and attach receipts to support the amount being requested. If the receipts submitted are expenditures for multiple programs (budget lines), it is the responsibility of the submitter to detail how much/what from each receipt is attributable to specific programs and/or budget lines. For instance, a reimbursement form for \$50 will not be accepted with a description of Spring Fair and Field Day Expenses. Rather, specifics should be detailed, such as \$25 Spring Fair and \$25 Field Day.
3. Reimbursements must be submitted in the same fiscal year as purchase for which reimbursement is requested.