

**WESTTOWN-THORNBURY ELEMENTARY SCHOOL  
PARENT-TEACHER ORGANIZATION BY-LAWS**

**ARTICLE I: NAME**

The name of this organization shall be the Westtown-Thornbury Parent Teacher Organization, and shall be referred to hereafter as "PTO".

**ARTICLE II: PURPOSE**

- A. To promote a spirit of continuous cooperation and communication between home and school, to better serve the welfare of the children as individuals and as part of the student body.
- B. To enhance the learning environment of the students by providing funds, materials, and activities that will assist in their mental, physical and emotional development.
- C. To develop, promote, facilitate and coordinate activities of parents, teachers, and other members of the surrounding community for the betterment of the student body and/or school.
- D. To review, monitor, and make periodic recommendations for change in any current or future school programs, to the school administration or board as may be required.
- E. To raise funds for any of the purposes herein set forth.

**ARTICLE III: POLICIES**

- A. This organization is not associated with any state, national, or other local organization.
- B. This organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise or any political candidate shall be endorsed by it. The name of the organization, or the names of any members in their official capacities, shall not be used in connection with any partisan interest or for any other purpose than the regular work of this organization.
- C. This organization will seek to work in conjunction with the school administration and not direct or control its policies.

**ARTICLE IV: MEMBERSHIP & DUES**

- A. Any person interested in the purpose of the organization, which is willing to uphold its policies and subscribes to its by-laws may become a member upon payment of dues. However, on voting issues such as budget approval, allocation of fundraising funds and election of Executive Board officers, each family having a student at Westtown-Thornbury Elementary School will be entitled to one vote.
- B. The amount of annual dues shall be determined by a majority vote of the general membership at the June PTO meeting.
- C. An annual enrollment of members and collection of dues shall be solicited in September of each school year with additional members accepted at any time.
- D. The PTO general membership will vote on budget approval, allocation of funds form fundraising, and election of Executive Board officers.

**ARTICLE V: MEETINGS**

- A. The PTO will meet the first Wednesday of October, November, January, March and May at 7pm. Executive Board and Principal reserve the right to add meetings if deemed

necessary.

B. The President shall have the authority to call a meeting of the Executive Board as needed.

C. All meetings will operate under Robert's Rules of Order as Revised in all applicable cases.

D. The President shall not vote except to break a tie.

E. PTO and Executive Board members shall assume no responsibility or liability for any injury or claim made against them which may result from participation in PTO meetings, civilities and/or fundraisers.

#### ARTICLE VI: ELECTION OF EXECUTIVE BOARD OF DIRECTORS

A. The elected members of the Executive Board shall consist of four to eight officers: president, vice-president, secretary, and treasurer. When necessary, and with the sanction of the current executive committee, co-presidency, co-vice-presidency and co-secretary shall be considered.

B. In April, the Vice-President shall designate three persons to comprise the Nominating Committee. The Nominating Committee will consist of the President of the PTO and two persons from the general membership approved by the Executive Board.

C. The Nominating Committee shall appoint at least one nominee for each office and committee to be filled and report at the May meeting. Additional nominations may be obtained from the floor providing the candidate is present and their consent has been obtained prior to his or her name being placed in nomination.

D. Nominees shall be elected by ballot or show of hands by those present at the general meeting in May, and shall assume their official duties at the close of the June meeting, serving for a term of one year.

E. Elected Board officers and Committee Chairpersons are required to be PTO members.

F. A vacancy occurring in any office, except President, shall be filled for the unexpired term by a person appointed by the Executive Board with announcement to the general membership. A vacancy occurring in the office of President will be filled by the Vice-President and a new Vice-President will be appointed.

#### ARTICLE VII: DUTIES OF OFFICERS

A. President

1. Shall be the Chief Executive Officer of the PTO

2. Shall preside over all PTO general and Executive Board meetings.

3. Shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the organization or by the Executive Board.

4. May approve any expenditure up to \$250 deemed necessary, without Executive Board approval.

5. Shall be a member ex-officio of all Standing and Special Committees.

6. Shall publicize the upcoming agenda prior to each monthly PTO meeting.

7. The president, with the approval of the Executive Board, shall create and dissolve all special committees, shall designate their functions and shall appoint their chairpersons.

8. May serve 2 consecutive 2-year terms, at which time he/she must resign from the Executive Board for a minimum of 1 year; the exception being, if no person is identified by

the May PTO general meeting, he/she may serve for an additional term.

#### B. Vice-President

1. Shall assume the duties of the President in the event of absence or resignation.
2. Shall assist the President in performing such duties as prescribed in Article VII, section 3.
3. Shall be responsible for development and maintenance of the PTO Website
4. Shall be responsible for maintenance of E-News database and issuance of the E-News Bulletins.
5. May serve 2 consecutive 2-year terms, at which time he/she must resign from the Executive Board for a minimum of 1 year; the exception being, if no person is identified by the May PTO general meeting, he/she may serve for an additional term.

#### C. Secretary

1. Shall record, sign and maintain the minutes of all PTO meetings and read highlights of same at the following monthly meeting.
2. Shall be responsible for correspondence generated by the PTO Executive Board.
3. Shall distribute minutes to the general membership at the monthly PTO meetings.
4. Shall publicize the upcoming agenda prior to each monthly PTO meeting.
5. May serve 2 consecutive 2-year terms, at which time he/she must resign from the Executive Board for a minimum of 1 year; the exception being, if no person is identified by the May PTO general meeting, he/she may serve for an additional term.

#### D. Treasurer

1. Shall keep accurate records of all financial transactions.
2. Shall provide a monthly report covering the current status of all accounts.
3. Shall submit a written year-end financial report.
4. Shall submit a Proposed Budget for the school year at the first PTO meeting in September.
5. May serve 2 consecutive 2-year terms, at which time he/she must resign from the Executive Board for a minimum of 1 year; the exception being, if no person is identified by the May PTO general meeting, he/she may serve for an additional term.
6. Shall be responsible for filing Federal Income Tax returns.

#### E. Immediate Past President(s)

1. Shall be available to advise the President and other Officers on the issues of the previous year to insure proper follow-through.

#### F. Principal

1. Shall be the current principal of Westtown-Thornbury Elementary School.
2. Shall advise the PTO Executive Board throughout the year with regard to expenditures of money, school district policies, and all proposed PTO activities.
3. If the principal cannot attend a PTO general meeting, he/she shall appoint a faculty member as his/her representative.
4. The principal shall not vote.

#### G. Teacher Representatives

1. Shall be the prime liaisons between Westtown-Thornbury Elementary School teaching staff and the PTO.
2. Shall advise the Executive Board throughout the year with regard to expenditure of money and proposed PTO activities.
3. There shall be teacher representation at all PTO general meetings. They shall designate alternates to attend in their absence.

#### ARTICLE VIII: EXECUTIVE BOARD

- A. The Executive Board shall consist of the officers of the organization; being the President, Vice-President, Secretary and Treasurer.
- B. The duties of the Executive Board shall be:
  1. To present a program and budget for consideration, amendment, and adoption by the organization at the September meeting.
  2. To transact all PTO business, including approval of all necessary expenditures during the months of June, July and August.
  3. To create Standing Committees and approve their plans of work.
  4. To appoint an Auditing person to audit the Treasurer's accounts at year end.
  5. To appoint a successor for any unexpired term of office made vacant, except President.
  6. To appoint a Nominating Committee, when necessary, consisting of two persons from the PTO general membership in additions to the President, to select nominees for elected positions.
  7. To approve expenditures within the framework of the budget. All expenditures outside the accepted budget exceeding \$250 must be voted on and approved by the general membership.
  8. All issues that come before the PTO will be voted upon by the Executive Board and determined by a majority vote. The general membership will vote on budget approval, allocation of funds from fundraising, and election of Executive Board officers.
  9. PTO and Executive Board members shall assume no responsibility or liability for any injury claim made against them which may result from participation in PTO meetings, activities, or fundraisers.

#### ARTICLE IX: PTO COMMITTEE

- A. The PTO Committee consisting of Standing and Special Committees shall be created by the Executive Board as becomes necessary to promote the objectives and carry on the work of the organization. Since a Special Committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is completed and its financial report received.
- B. The Standing Committees may be, and are not limited to: Activities/Membership, Art Goes to School, Assemblies, Babysitting, Bulletin Board, Carnival, Directory, Earth Day, Educational Incentives, Kids Stuff Coupon Books, Enrichment Programs Coordinator, Field Day, Fifth Grade Party, Family Folders, Gifted PAC Rep, Handbook, Holiday Workshop, Homeroom Parent Coordinators, Hospitality, Jump Rope for Heart/Cancer Walk, Library/Book Fair, Lunchroom Volunteers, Market Day, Mileage Club, Nurse Volunteers, Pretzel Sales, PTOC Reps, Restaurant Nights, School Board Liaison, School Store, Shoebox

Recycling, Silent Auction, Socials, Spirit wear, Sponsor Families Coordinator, Teacher Appreciation, Teacher Appreciation Coordinator for Special Subjects, Volunteer Coordinator, Writer's Workshop, Yearbook, and any others as created by the Executive Board.

#### ARTICLE X: AMENDMENTS

A. These by-laws may be amended at any regular PTO meeting by a majority vote of the members present and voting. Notice of the proposed amendment shall be given to all members, in writing, prior to the meeting.

B. A Special Committee may be appointed to submit a revised set of by-laws, by a majority vote, at a PTO general membership meeting or by majority vote of the Executive Board.

#### ARTICLE XI: ARTICLES OF ORGANIZATION

This charter shall be deemed to be the Westtown-Thornbury Parent-Teacher Organization's Articles of Organization.

#### ARTICLE XII: SPENDING

A. The Budget Committee shall compile a proposed budget, and evaluate and recommend expenditure of PTO funds. They shall compile the next year's proposed budget and submit for approval no later than the final general meeting of the current school year.

B. The Budget Committee shall be comprised of the president, vice-president, and treasurer. The committee shall be chaired by the Vice-President.

C. The Budget Committee may authorize all budgeted expenditures. The committee may also authorize non-budgeted expenditures under \$250.

D. Non-budgeted expenditures in excess of \$250 must be approved by the membership.

E. The unallocated balance left in the treasury at year's end for use by the incoming Board of Directors shall be no less than \$1500, and no more than \$5000 and be designated as Surplus. If over \$5000 remains, additional funds will be designated as School Improvements as a line item in the budget.

(Revised February 2016)