

**Hillside Parent-Teacher Organization (PTO)
Hillside Elementary School
Berwyn, Pennsylvania
By-Laws**

Effective Date: March 3, 2020

Article I

NAME

The name of this organization shall be the Hillside Parent-Teacher Organization, or HES-PTO, a home run organization.

Article II

OBJECTIVES

The objectives of the Hillside Parent-Teacher Organization shall be:

To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of the child.

To provide and enrich the educational experiences of each child of Hillside Elementary School.

To provide assistance and support to the staff and administration in planning events and programs to enhance the curriculum of the school.

To provide systems and mechanisms for communications among the families and administration of Hillside Elementary School.

Article III

POLICIES

SECTION 1. This Organization shall be noncommercial, nonsectarian and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of the Organization or the names 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 other than the regular work of the Organization.

SECTION 2. This Organization shall not directly or indirectly participate or intervene in any way, in any political campaign. Nor shall they devote more than an insubstantial part of their activities to attempting to influence legislation by propaganda or otherwise.

SECTION 3. This Organization shall seek neither to direct the administrative activities of the school nor control its policies.

SECTION 4. This Organization may cooperate with other organizations and agencies acting in child welfare, such as conference groups or coordinating council, provided its representative make no commitments that bind the group they represent.

SECTION 5. All net proceeds earned by any fund raising efforts, and/or the dues of this Organization, shall be used exclusively for the improvement of the school and/or its programs, and/or any special/social services as related to the objectives of the PTO stated above. The organization may, from time to time, and at its sole discretion, choose to donate funds to local community non-profits that benefit, either directly or indirectly, the school and the families that populate it.

SECTION 6. In the event of dissolution of this Organization, the assets of the Organization shall be distributed for one or more of the exempt purposes specified in Section 501c (3) of the Internal Revenue Code of 1954 as from time to time amended. Since incorporation the Articles of Incorporation govern the dissolution of this Organization.

Article IV

MEMBERSHIP AND DUES

SECTION 1. All Hillside parents, guardians, teachers and staff are members of the PTO.

SECTION 2. All funds collected are through fundraising or social activities. No dues are collected to be a member of the PTO. If necessary, membership dues for the PTO may be assessed and determined annually. These dues are voted on and approved by the membership in attendance at the start of the school year.

SECTION 3. The membership at large must submit all receipts for reimbursement of PTO expenses for the current academic year (September 1- August 31), within 30 days of purchase.

Article V

OFFICERS AND THEIR ELECTION

SECTION 1. The officers of this Organization shall be a President, Co-President or President-elect, a Vice President of Fundraising, a Vice President of Social Functions, a Vice President of Communication, Vice President of School Services and, a Vice President of Cultural Arts, a Secretary, a Treasurer and an Assistant Treasurer. The President and Co-President shall both serve a one (1) year term. At the conclusion of the President's term the Co-President shall assume the role of President.

All other Officers are elected for a two (2) year term with the option of resigning after completion of one (1) year, or an option of running for office at the completion of the (2) year term.

Term limits: Officers may only serve a total of three years on the board regardless of the position held. After three years, they must resign from the board entirely for at least one year prior to rejoining. Note: in the event we are short on volunteers to join the executive board, a vote can be held to extend the term of an existing executive member regardless of the position.

SECTION 2. Any member of the PTO may become an Executive Officer without regard to prior service unless they have reached their term limit or have been previously removed from an office or committee due to unlawful/illegal activities. Executive Committee positions will be posted for the members at large, nominations (self-included) must be submitted in writing. Member at Large positions shall be solicited publicly by the sitting Executive Committee. The Nominating Committee shall elect its own chairman. Nominations for officers shall be solicited in writing by the Nominating Committee. If there is more than one nominee for any office the Nominating Committee shall formulate a ballot for each such office. If there is only one nominee for a given office, then that office need not appear on the ballot and the sole nominee shall be deemed elected. The Nominating Committee will be responsible for distributing any ballots to the Membership at Large.

SECTION 3. All nominations for President-Elect/Co-President shall have served a minimum of one year on the Executive Committee prior to being nominated. However, should there be no available candidates having served on the Executive Committee, the nominating committee may nominate a candidate from the Membership at Large deemed sufficiently active in the PTO to have adequate knowledge of the PTO to act as President.

SECTION 4. New officers shall be elected two (2) months (at least) prior to the last regular PTO meeting of the school year. New officers shall meet with the outgoing Executive Committee at a minimum of one (1) Executive Board Committee meeting in order to discuss on going issues and to provide continuity.

SECTION 5. Spring elections and officer installation will be held at the Annual Meeting (June). Officers assume their official duties at the beginning of the next fiscal year (September).

SECTION 6. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee. Any officer who elects to resign prior to the end of their two (2) year term shall be required to give notice to the Board Executive Committee four (4) months prior to the last PTO Executive Committee meeting of the school year.

Article VI

DUTIES AND OFFICERS

SECTION 1. The Executive Committee shall be the same persons who are the Executive Officers. The Executive Committee shall execute the powers and duties of a board of directors as per PA Rules of Incorporation.

SECTION 2. The President shall preside at all meetings of the Organization and of the Executive Committee and shall perform such other duties as may be prescribed in these by-laws, or assigned to her/him by the Organization or by the Executive Committee. The President shall coordinate the work of the officers and committees in order that the Objectives of the Organization may be promoted. The President must sign all contracts obligating the Organization. The President may be a nonvoting member of any committee by virtue of her/his office of President. The President serves as chairperson of the Budget Committee. The President shall act as chief liaison between the school and the PTO. The president is a co-signer for the Cultural Arts Endowment Investment Fund.

SECTION 3. The President-elect (Vice President) shall assist the President in any areas requested, and shall perform the duties of the President in the absence of the President. The Vice-President/President-elect serves as chairperson of the nominating committee and presents a slate of Executive Officers at the Annual Meeting. The Vice-President will also serve on both the budget and the nominating committees.

SECTION 3. The Secretary shall record the minutes of all meetings of the Organization and the action items discussed during the Executive Committee Meetings and shall conduct the correspondence of the Organization. The secretary shall further be responsible for keeping all records except financial, of the Organization, shall keep the Corporate Seal, and shall attest to any legal documents drawn by this Organization and other such duties as may be delegated to him/her. The secretary shall additionally be responsible for donation thank you notes for the Friends of Hillside Fund; organizing and monitoring the mail in the PTO mailbox in the school's main office.

SECTION 4. The Treasurer shall receive all monies of the Organization; shall keep an accurate record of receipts and expenditures; shall pay out funds in accordance with the budget approved by the Executive Committee; shall be a member ex-officio of all special financial committees created for disbursement of funds and shall notify the Executive Committee of all special financial committee meetings. The treasurer is responsible for communicating and collaborating with the accountant with filing taxes annually. All checks written in excess of \$500 shall have two signatures, to be obtained from the President and the Treasurer or the Assistant Treasurer.

SECTION 5. The Assistant Treasurer is responsible for assisting the Treasurer in all the duties of the Treasurer. The Assistant Treasurer is also a member of the Budget Committee.

SECTION 6. The Vice President of Fundraising shall assist the President in any areas requested. The VP of Fundraising is to oversee all PTO fundraising activities. The VP of Fundraising will also serve on both the budget and nominating committees.

SECTION 7. The Vice President, Cultural Arts shall assist the President in any areas requested. The Vice President, Cultural Arts is to oversee all cultural arts events at Hillside.

SECTION 8. The Vice President, Social Programming shall assist the President in any areas requested. The Vice President, Social Programming oversees all committees responsible for social events for students, families and staff of Hillside.

SECTION 9. The Vice President, Communications shall assist the President in any areas requested, and shall coordinate all communication activities oversees the Facebook, Highlights, Blast and Website team and ensures HES PTO messaging is appropriately collected and communicated. Acts as liaison/point person between the PTO board and the Communications team. Identifies technologies, processes and opportunities for PTO communications improvements

SECTION 10. The Vice President, School Services shall assist the President in any areas requested. The Vice President, School Services is to oversee committees related to serving the school such as school clubs, service projects, and serving as the point person for school volunteers.

SECTION 11. At the close of the school year and prior to the end of the fiscal year, the PTO accounts shall be reviewed annually by an independent accountant, auditor or other person with appropriate qualifications appointed by the PTO membership. The reviewer may be a member of the PTO, but may not be a current or incoming member of the Executive Committee. The reviewer shall submit a signed report to the PTO upon completion of account review.

Article VII

MEETINGS

SECTION 1. Unless otherwise provided by the Executive Committee or the Organization, the organization will meet once per month (either in person or virtually) at times designated by the Executive Committee. Meeting agendas and the monthly financial report may be posted on the Hillside PTO website and/or communicated via the Hillside Highlights. Notice of each meeting or change in meeting dates shall be given to members.

SECTION 2. Special meetings may be called at any time by the Executive Committee upon notice to the members.

SECTION 3. Those members present shall constitute a quorum for transaction of business in any regular or special meetings of this Organization called in accordance with these by-laws (Article VII, Section 1 and 2).

SECTION 4. The privilege of holding office, introducing motions, debating and voting shall be limited to members of the Organization.

Article VIII

EXECUTIVE COMMITTEE

SECTION 1. The Executive Committee shall consist of the officers of the Organization, and the Principal of the school.

SECTION 2. The duties of the Executive Committee shall be:

- A. To conduct the business of the PTO as it relates to the student body, teachers and parent volunteers for the current PTO year;
- B. To create standing and special committees as needed;
- C. To oversee the work of standing and special committees;
- D. To present a report at the regular meetings of the Organization;
- E. To appoint an auditor to audit the Organization's accounts;

- F. To ensure that the Organization's budget for the new school year is drafted prior to the end of the present school year. The proposed budget will be approved at the first PTO meeting of the new school year;
- G. To carry out all business until the last day of the school year.
- I. To coordinate with the Cultural Endowment Fund Board in accordance with the Cultural Endowment Fund Guidelines.

SECTION 3. The Officers of the Executive Committee shall be held harmless and no member of the Executive Committee shall be personally liable for monetary damages for any action taken or any failure to take action unless: (a) the member has breached or failed to perform the duties of his/her office under Section 8363 of the Pennsylvania Director's Liability Act (relating to standard of care and justifiable reliance), and (b) the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness; provided however, that the provisions of this shall not apply the responsibility or liability of a member pursuant to any criminal statute, or to the liability of a member for the payment of taxes pursuant to local, state or federal law. This amendment shall be applicable to any action taken and any failure to take any action on or after April 17, 1998.

SECTION 4. A majority shall constitute a quorum. Special meetings of the Executive Committee may be called by the President or by a majority of the members of the Executive Committee.

SECTION 5. The incoming Executive Committee shall have the responsibility for approving the new budget, new fundraising and social events and new in-school PTO funded activities.

Article IX

STANDING AND SPECIAL COMMITTEES

SECTION 1. Standing Committees shall be created by the Executive Committee as deemed necessary to promote the objectives and carry on the work of the Organization. The Chairperson(s) of the standing committees shall be selected by the Officers of the Organization. Their term shall be one (1) year with an option to extend the term to a second year. Recommendations of the Standing Committee and Special Committees shall be approved by the Executive Committee and voted upon by the Organization.

The Chairperson of each Standing Committee shall report its activity directly to the appropriate Vice President for approval. The Vice President shall present the report to

the Executive Committee for their consent.

1.1 The Financial Review Committee will consist of the present President, Treasurer, VP of Fundraising, School Gift Coordinator and 1-5 members at large (if available). The responsibility of the Committee is to solicit and recommend requests for school purchases. The meetings will take place prior to or following the PTO meeting as needed. The Committee will determine when purchases shall take place.

1.2 The Cultural Endowment Fund Committee is responsible for overseeing and managing the Cultural Arts Endowment Fund. The responsibility of this committee is defined in the CA Endowment Fund Guidance Document.

SECTION 2. The power to form Special Committees and appoint their member's rests with the Organization or the Executive Committee. Since a Special Committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received. The budget committee and nominating committee are examples of two special committees that may need to be formed.

2.1 The Budget Committee shall be an ongoing standing committee consisting of the President, the President-elect, Vice-Presidents, Treasurer, Assistant Treasurers and Secretary. This committee is responsible for proposing an annual budget to be presented at the last meeting of the fiscal year of the Organization. The budget contains both income and expense items. The fiscal year shall be defined as starting August 1st and ending July 31st.

2.2 The Nominating Committee shall consist of at least the Executive Vice-President, Vice-Presidents, the Volunteer Chairperson and one other person from the PTO membership. The Nominating Committee shall solicit nominations for officers in writing. The committee shall formulate a ballot of at least one nominee for each office to be filled. "Write-in" nominations of consenting candidates will be accepted on this ballot. The Nominating Committee shall be responsible for distributing any ballots to the PTO membership at least two weeks prior to the Annual Meeting. The slate of officers shall be presented at the Annual Meeting for approval by vote.

Article X

PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER REVISED shall govern this Organization in all cases to which they are applicable.

Article XI

AMENDMENTS

SECTION 1a. These by-laws may be amended at any regular or special meeting of the Organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given prior to the meeting.

SECTION 1b. A committee may be appointed to submit a revised set of by-laws to be approved by a majority vote at a meeting of the Organization, or by a two-thirds vote of the Executive Committee. The by-laws shall be reviewed and adopted by the PTO Membership at Large every three (3) years.

Article XII

ARTICLES OF ORGANIZATION

The by-laws of this Organization shall be deemed to be part of its Articles of Organization.

**ADOPTED AT A REGULAR BOARD MEETING
March 25, 1987 (January 16, 1997)**

**REVISED AT A SPECIAL EXECUTIVE MEETING
March 15, 1995 (January 8, 1997) (April 17, 1998), (June 3, 1999), (June 3, 2003)
TO BE EFFECTIVE
September 1, 2003, (September 1, 2002) (September 1, 1996) (January 16, 1997)
(April 17, 1998)**

**REVISED AT A PTO Executive Board Meeting
June 3, 2003**

**Revised and Adopted at a Regular PTO Meeting
June 5, 2003**

**Revised and Adopted at a Regular PTO Meeting
June 7, 2005**

**Revised and Adopted at a Regular PTO Meeting
June 5, 2007**

**Revised and Adopted at a Regular PTO Meeting
March 1, 2011**

**Revised and Adopted at a Regular PTO Meeting
February 10, 2015**

**Revised and Adopted at a Regular PTO Meeting
March 3, 2020**