

Hillsdale PTO By-Laws

The By-laws (Charter) for the Parent-Teacher Organization (PTO) of Hillsdale Elementary School

May 31, 2023

ARTICLE I: NAME

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

ARTICLE II: PURPOSE

- A. To promote a spirit of cooperation and communication between home and school, and better serve the welfare of the children as individuals and as part of the student body.
- B. To encourage and coordinate activities of parents/guardians, teachers, administrators, school staff and other members of the surrounding community for the betterment of the children.
- C. To have the ability to suggest additions and/or deletions to current school programs.
- D. To enhance the learning environment of the students by providing materials, services and/or activities for the students that will aid in their academic, physical, mental and social growth.
- E. To raise funds for any purpose that directly or indirectly benefit the students of Hillsdale Elementary.

ARTICLE III: POLICIES

- A. This group is not associated with any state, national or other local organization.
- B. The organization shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise or 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 regulator work of this organization.
- C. This organization will seek to work in conjunction with the school administration and not direct or control its policies.
- D. A copy of these by-laws, list of each years Executive Board Members, list of each years Standing Committee Chairs and all meeting minutes (digital or paper) shall be held for five (5) years by this organization. These records shall be held at Hillsdale Elementary School.
- E. The PTO is organized for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)3 of the Internal Revenue Code of 1954 or corresponding provision of any future United States Internal Revenue Law.
 - i. The letter of determination of said status shall be held for as long as the organization exists at Hillsdale Elementary School. A copy of the letter shall also be held by the President and the Treasurer.
- F. Upon dissolution of the Hillsdale PTO, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all assets of the organization in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization(s) 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 Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Chester County Court of Common Pleas, exclusively for such purposes as the Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV: MEMBERSHIP AND DUES

- A. All parents/guardians of students registered at Hillsdale Elementary School and all administrators, staff and faculty employed at Hillsdale Elementary School shall be members of the PTO.
- B. There shall be no dues assessed for membership in the Hillsdale PTO.

ARTICLE V: OFFICERS AND THEIR ELECTION

SECTION 1.

- A. The elected members of the Executive PTO Board of Directors (Board) shall be comprised of the: President or two (2) Co-Presidents, Vice-President or two (2) Co Vice-Presidents, Secretary or two (2) Co-Secretaries, Director of Online Affairs or two (2) Co-Directors of Online Affairs and Treasurer or two (2) Co-Treasurers. The Hillsdale Principal and Teacher Representative will be non-elected and non-voting advisors to the Executive Board. At a minimum, there must be a President, Vice-President, Treasurer and School Principal.
- B. A vacancy occurring in any office shall be filled for the remaining term by a person appointed by the Executive Board and will be announced to the general membership. If the President is unable to complete his/her term, the office of the President will be filled by the Vice-President or one of the Co-Vice Presidents and the Executive Board will appoint a new Vice-President if a Co-Vice President is not currently in place.
- C. In the event that the Executive Board finds that any member of its body does not perform their duties to the satisfaction of the Executive Board, the Executive Board, or a majority thereof, shall call a special meeting of the Board for the purpose of discussion and voting. An 80% majority of the Board members is required to relieve the person in question of their duties. The Executive Board would then appoint a new Board member.
- D. Officers shall assume the official duties of their respective offices at the close of the school year and shall serve a term of two (2) years and/or until their successors are elected. No officers will be eligible to serve more than three (3) consecutive terms in the same office.
- E. To be an elected member of the Board, individuals will be required to have served as a Committee Chair prior to their term on the Board. Committee Chair positions that fulfill this requirement are listed in Article 7.
- F. Every year a position requires it, elections for the Board will be held during the May Board meeting or at the discretion of the Board in the event additional time is required to confirm interest in Board roles.

SECTION 2.

- A. The Executive Board will serve as the nominating and electing committee. The Executive Board can solicit volunteers from the general PTO members and incoming parents/guardians. The Board shall elect a successor to fill any open committee positions for the coming year.

- B. All officers, committee chairperson and co-chairpersons are required to have children currently enrolled at Hillsdale Elementary School.
- C. All current committee chairs will have the option to continue to chair their current committee and to have the first opportunity to select any open chair position.
- D. The Executive Board will also serve as the nominating committee to fill any open chair positions.

ARTICLE VI: DUTIES OF PTO OFFICERS

- A. The President/Co-President shall be the Chief Executive Officer(s) of the PTO and shall be responsible for the following enumerated duties and activities:
 - i. Shall attend, or appoint a qualified representative to attend, all official School District functions requiring representation (i.e. P.T.O.C meetings, etc.).
 - ii. In conjunction with the Treasurer shall compile, and submit for approval, no later than the September meeting, the current years proposed budget and year-end financial report.
 - iii. Shall chair all monthly PTO Board meetings and general PTO meetings.
 - iv. Shall serve as the lead contact for the Principal on all PTO matters.
 - v. Shall set the PTO meeting calendar with the Principal.
 - vi. Shall be responsible for coordination of committee activities.
- B. The Vice-President/Co-Vice-Presidents shall be responsible for the following enumerated duties and activities:
 - i. Shall, if the President cannot perform the duties or resigns, replace the President for the remainder of the term.
 - ii. Shall manage all teacher funding requests for the PTO, completing any required research associated with the request and presenting to the PTO for review.
 - iii. Shall co-sign all PTO checks, if needed, make deposits on behalf of the Treasurer and be a listed name on the PTO bank account.
 - iv. Shall perform other duties as assigned by the President.
- C. The Secretary/Co-Secretaries shall be responsible for the following enumerated duties and activities:
 - i. Shall record the minutes of all PTO meetings, and maintain all PTO Board records.
 - ii. Shall post and distribute all PTO meeting minutes in a central location for all members to view.
 - iii. Shall be the second in succession after the Vice-President in the event that the President and Vice-president are unable to fulfill their terms.
 - iv. Shall be responsible for correspondence generated by the Board of Directors.
 - v. Shall perform other duties as determined by the President.
- D. The Director of Online Affairs/Co-Directors of Online Affairs will be responsible for the following enumerated duties and activities:
 - i. Shall create the school's online Directory in compliance with all applicable District Policies (i.e. privacy, etc.).
 - ii. Shall maintain the PTO's website and social media accounts.
 - iii. Shall manage the online enrollment forms and registration process for activities, where applicable and agreed upon by the Board.

- iv. Shall provide all log-in and password information for website and social media accounts to the President.
 - v. Shall perform other duties as determined by the President.
- E. The Treasurer/Co-Treasurers shall receive all monies of the Hillsdale PTO, shall keep an accurate record of receipts and expenditures and shall pay out funds in accordance with the approved budget as authorized by the PTO. The Treasurer/Co-Treasurers shall present a financial statement at the start and close of the year, provide a monthly budget update to the full PTO at every PTO meeting and at other times when requested by the Executive Board. The Treasurer/Co-Treasurers shall annually (at the close of the fiscal year) submit the PTO yearly tax returns to the IRS, a copy of which will be kept on file with the accounting records and a copy will be given to the President.
- i. All funds shall be kept in a checking account, held at a local financial institution, in the name of the PTO.
 - a. All funds associated with the activities related to the 5th Grade Committee can be allocated to a separate account from the primary funds of the PTO if approved by the PTO Board and rules set forth in Article VII, Section H, are followed.
 - ii. The Treasurer/Co-Treasurers will be responsible for writing checks, recording receipts and expenditures, and reconciling the books monthly.
 - iii. The Treasurer/Co-Treasurer can only use HDE PayPal and Venmo Accounts for any HDE PTO related transactions, events, etc. no use of personal accounts is allowed
 - iv. All money disbursed by the Treasurer/Co-Treasurers shall be documented with an expense reimbursement request including any receipts/bills/invoices.
 - v. Any cash received from events must be deposited into the bank within a week of the event; total cash amounts collected must be counted by event Chair and documented via email/event form and then shared with PTO President(s) via email (Chairperson requirements contained in Article VII).
 - vi. The Treasurer shall pay all bills upon order of the President/Co-Presidents.
 - vii. Storage of Financial Records:
 - a. Bank statements and check registers (paper or digital) shall be stored for seven years.
 - b. Year-end treasurer reports shall be saved for seven years.
 - c. Annual tax returns (Form 990-N) shall be stored for seven years.
 - d. All monthly bank statements must be posted in the PTO Boards shared drive and/or shared through other means with the PTO Board on a monthly basis.
 - viii. The Treasurer/Co-Treasurers account shall be reviewed each month by the President/Co-Presidents and at each PTO Board meeting, a review of the full years activities should also occur at the close of the fiscal year.
 - ix. The fiscal year of the PTO will run from July 1 to June 30 of the following year. All financial operations of the school year shall cease by June 30.
 - x. The Treasurer/Co-Treasurers will ensure that all documents and files are transitioned to the incoming Treasurer by July 1st and that all taxes are filed prior to the transition.
- F. The Hillsdale Principal shall serve as a non-voting advisor to the Executive Board. He/she shall advise the Board and PTO throughout the year with regard to the school district policy, all the proposed

PTO activities and will appoint a teacher representative to serve as a non-voting member of the Board.

- G. The Teacher Representative shall serve as a non-voting advisor to the Executive Board. He/she will be the prime liaison between the PTO and teaching staff at Hillsdale and will be appointed by the Hillsdale Principal.

ARTICLE VII: STANDING COMMITTEES

Standing Committees shall be recommended for creation by the Executive Board as deemed necessary to promote the objectives and carry on the work of the PTO. Addition or removal of standing committees shall be approved by the Board.

- A. The Executive Board shall select the chairpersons of a Standing Committee. Their term shall be for one (1) year unless the position remains vacant after Board inquiry for open roles. If the Board shall find that a chairperson should be relieved of his or her duties, then that person shall be recalled and the Board shall appoint a successor for the remainder of the year.
- B. No committee work shall be undertaken without the consent of the Executive Board and committee chairpersons shall make every effort to attend the monthly PTO meetings where a verbal update on activities can be provided.
- C. Committees responsible for PTO-sponsored events shall follow the WCASD policies.
- D. Each committee shall review and confirm their budgets with the Treasurer and President at least sixty (60) days prior to the scheduled event/activity. The chairperson is responsible for keeping records and reports of its operations for the year. Such records shall be transferred to the incoming Committee chairpersons and/or President. Additional Chair responsibilities for events involving the collection of money:
 - a) Chairperson must complete a Cash Box Request form and emails it to the Treasurer(s), copying the Presidents,
 - b) Chairperson places copy of cash box request form in Google Drive folder,
 - c) The chairperson confirms (via email) receipt of the requested cashbox request *prior* to the event starting with the Treasurers and Presidents, and
 - d) After completion of the event the Chairperson counts and documents the details regarding the money count (bills, change, checks, etc.). The chairperson then emails the detailed breakdown of the money count to the Treasurers and copies the Presidents.
- E. The Standing Committees of the PTO shall be, but not limited to the following:

Assemblies	Bingo Night	Birthday Book Club	Book Fair	Sponsorships/Fundraising
Community Service	Dance Party	Fall Fitness Fundraiser	Family Dining Out	Foreign Language Club
Garden/Outdoor Classroom	Green Bash	Hauling for Hillsdale	Hillsdale Carnival	Homeroom Parents Coordinator

Ice Skating Social	Junior Achievement	Kid's Heart Challenge	STEAM Clubs	Square 1 Art
VSP Breakfast	New Family Reception	School Supply Kits	Spirit Wear	School Board Meeting Representative
Yearbook	Talent Show	Teacher Appreciation	Trunk or Treat	Welcome Back Bash
5 th Grade Committee				

- F. The Standing Committees of the PTO will be reviewed and edited from year to year as deemed necessary by the Executive Board.
- G. A list of the Standing Committee chairs and co-chairs shall be retained by the Executive Board each year for documentation purposes.
- H. The 5th Grade Committee Chairs shall be identified and documented during the September PTO Meeting and reflected in the meeting minutes when a designated 5th Grade Committee bank account is established. Only those named Committee Chairs can have access to the bank account during the school year, transferring responsibility each school year following the requirements set forth in these bylaws.

ARTICLE VIII: MEETINGS

- A. All regular monthly meetings of the PTO shall be open to all PTO members.
- B. All meetings shall be run according to Robert's Rules of Order Revised, in parliamentary law except where otherwise detailed by the By-laws.
- C. Ad Hoc subcommittees shall be formed as needed.

ARTICLE IX: VOTING

- A. Any member of the Parent-Teacher Organization may vote in a meeting.
- B. The President shall vote.
- C. An election quorum (the minimum number of members that must be present to hold a vote on any PTO matters requiring a vote) is equivalent to the number of people in attendance at the meeting.
- D. Members need not be present to vote but must be present for purpose of determining a quorum.
- E. A vote will pass with a simple majority of the people voting.

ARTICLE X: SPENDING

- A. All expenditures must be approved by the PTO Board.
- B. In the event the Board shall desire to spend more than \$500 outside of the framework of the approved budget, it shall discuss the expenditure at the next regular PTO meeting, and take a membership vote for approval or disapproval of such expenditures.
- C. The unallocated balance left in the treasury at years end, for use by the incoming Board of Directors, shall be no more than twenty thousand dollars (\$20,000.00) and no less than five thousand dollars (\$5,000.00).

- D. When designated and approved by the Board, the PTO may retain funds in excess of the twenty thousand dollar (\$20,000.00) threshold when those funds have been designated for a multi-year project.

ARTICLE XI: BY-LAWS (CHARTER) AND AMENDMENTS

- A. This charter may be amended at any meeting by two-thirds (2/3) majority of the people voting providing notice of the amendment is given, at least thirty (30) days prior to the vote being taken.
- B. No suspension of the By-laws (Charter) will be considered under any circumstances.

ARTICLE XII: LIMITATION OF LIABILITY

The offices and directors of the Hillsdale Parent-Teacher Organization shall be immune from any and all liability for the acts and/or omissions of the Hillsdale Parent-Teacher Organization. Further, no officer or Director shall be liable for any conduct involving the Hillsdale Parent-Teacher Organization unless that person shall have committed willful misconduct. It is the intention of these By-laws to limit, insofar as the law of the Commonwealth of Pennsylvania permits, the liability of the individual officers and Directors.

The Hillsdale Parent Teacher Organization shall indemnify the officers and directors of the Hillsdale Parent Teacher Organization to the fullest extent permitted under the laws of the Commonwealth of Pennsylvania, unless that person shall have committed willful misconduct.

The indemnification and limitation of liability provisions shall survive the termination of the Parent-Teacher Organization – officer and / or director relationship.

REVISED:

- April 2003
- May 25, 1995
- May 09, 2000
- September 12, 2000
- February 08, 2001
- April 9, 2002
- April 9, 2003
- September 9, 2008
- May 12, 2009
- March 13, 2012
- March 5, 2020
- May 17, 2022
- May 31, 2023