



HERBERT HOOVER PARENT TEACHER ORGANIZATION BY-LAWS

Effective August 2023

ARTICLE I – NAME:

The name of this organization is the Herbert Hoover Parent Teacher Organization ("PTO"). This Parent Teacher Organization (PTO) is a formal organization comprising parents, teachers, and school staff.

OFFICES:

The organization's registered office shall be at Herbert Hoover Elementary School, 501 Trenton Road, Langhorne, Pennsylvania 19047.

ARTICLE II – PURPOSE:

The Herbert Hoover PTO is a nonprofit parent-teacher organization whose membership includes all parents, legal guardians, and Herbert Hoover Elementary School staff.

The PTO's mission is to promote open communication and understanding between parents and staff of the Elementary School. Our efforts enhance and maximize every child's education while aiding them in achieving their highest potential.

The PTO sponsors assistance to teachers in classroom settings (e.g., Homeroom Coordinators), holds fundraisers for supplemental educational materials and experiences, supports school and family social interactions, and provides a non-biased forum for sharing information on issues that impact our children.

We believe that the team effort of a parent-teacher organization offers our children the best possible learning environment.

ARTICLE III – MEMBERS:

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, any teacher, para-professional, therapist, special services provider, or otherwise employed at the school may be a member and have voting rights.

Dues, if any, will be established by the executive board before the commencement of the district school year. If dues are charged, a member must have paid his or her dues to be considered a member in good standing with voting rights.

Each membership shall be considered to be a family membership, and, as such, up to two individual parents, guardians, or other adults standing in loco parentis for a student at the school shall have an individual right to vote. If a student at the school has more than two individual parents, guardians, or other adults standing in loco parentis, an additional membership shall have to be obtained in order to secure more than two votes for said family. For example, if a student has parents who have divorced and remarried, that student has four individuals who may become members of the PTO. However, for each of the four individuals to have four votes, two memberships must be established.

Section 1.) The membership “year” is September 1 through August 31 each calendar year.

Section 2.) Membership “dues” will be accepted from September 1 through October 15 each school year. After October 15th, any new family attending Hoover will have 45 days to join the PTO and pay membership dues.

ARTICLE IV – BASIC POLICIES:

The organization shall be non-profit, non-sectarian, and non-partisan.

The organization is a self-governing unit that plans its activities for the good of the school and the Herbert Hoover community.

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 not appropriately related to the promotion of the organization's objectives.

The organization shall cooperate with the school to support the improvement of education in ways that will not interfere with the school's administration and shall not seek to control its policies.

The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization shall make no commitments that bind the organization.

In the event of the complete dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership’s approval, spent for the benefit of the school.

All requests for financial support should be submitted to the PTO Executive Board in writing.

ARTICLE V – MEETINGS:

The executive board will meet every second Thursday of the month. General meetings will be held every other month, starting in September. All meetings shall be held at a predetermined time and place, communicated to all members by October 31st of each calendar year, by a paper flyer sent home with students and/or electronic message.

Annual required general membership meetings:

- September: Budget review
- November: School year budget voting.
- June: Review school year budget; election of officers, if applicable

SPECIAL MEETINGS may be called by the president, any two members of the executive board, or five general members by submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least ten days before the meeting by a flyer sent home with the students and/or an electronic message.

NEW BOARD ELECTION MEETINGS: All members shall be notified in applicable years two months before the new Board Election process.

Meeting Agenda: The executive board shall:

- (a) Communicate any business necessary to conduct the organization's affairs.
- (b) Treasurer report review quorum. The quorum shall have five members of the organization.

ARTICLE VI – OFFICERS:

The elected officers of this PTO shall be a (1) President, (2) Vice President, (3) Secretary, (4) Treasurer, and (5) Assistant Treasurer.

A Hoover staff member should attend every general PTO meeting to act as a liaison for Hoover staff and faculty.

The term of office shall be July 1 through June 30 of each calendar year. The principal shall serve as a member of the executive board to act as a liaison between the board and the administration, cast tie-breaking votes within the executive board only when necessary, and ensure that the board functions consistently with the goals of Herbert Hoover School.

President: The President shall,

- (a) Preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- (b) Review past and future month PTO activities, including but not limited to review of event chairs, ensure compliance with PTO chairing requirements, and ensure prior month funds are received and deposited. Discuss and confirm future chairperson/events to ensure compliance with planning activities within budget.
- (c) Approve all expenses of the organization. Create a report setting forth each expense. Reimbursement requests for approval shall be presented to the executive board before each PTO meeting. Any other topic as decided by the executive board.
- (d) Maintain the PTO website with all updated flyers and PTO information.

Vice President: The Vice President shall,

- (a) Act as an aide to the President and shall perform the duties of the President in their absence, and in case of vacancy, shall assume the office of the President.
- (b) Approve payment of routine bills within the limits of the budget.
- (c) Partner with the Secretary to maintain adherence to the by-laws.
- (d) Work with the President and Treasurer to inform each event coordinator of the approved budget amount for their designated event within ten days of the date the general membership adopts

the budget along with a set of the PTO guidelines for handling finances, reimbursement request form, and the event wrap-up report.

- (e) Maintain a current list of all paid members. Establish and chair the membership committee.
- (f) Collect and store all materials, information, and reports for each committee in the PTO room.

Secretary: The Secretary shall,

- (a) Keep all organization records, take and record all PTO meeting minutes.
- (b) Handle the annual and monthly correspondence and notice of meeting schedules to the general membership (monthly calendar).
- (c) Keep a copy of the minute's book, by-laws, rules, membership list, and any other necessary supplies, and bring them to each meeting.
- (d) Work with the Vice President to maintain adherence to by-laws and interpret the by-laws as necessary.
- (e) Make recommendations regarding the review/revision of the by-laws.
- (f) Maintain any current files or information from any/all Neshaminy School District Board Meetings.

Treasurer: The Treasurer shall,

- (a) Receive all funds of the organization, keep an accurate record of the receipts and expenditures, and pay out funds per the executive board's approval.
- (b) Approve payment of routine bills within the limits of the budget.
- (c) Present a financial statement at every meeting and other times of the year when requested by the executive board.
- (d) Make a full report at the end of the year.
- (e) Be responsible for coordinating the completion and filing of the annual tax return for the PTO.
- (f) Inform each event coordinator of the approved budget amount for their designated event within ten days of the date the general membership adopts the budget, along with a set of the PTO guidelines for handling finances, reimbursement request form, and the event wrap-up report.

Assistant Treasurer: The Assistant Treasurer shall assist the Treasurer by,

- (a) Double-checking the receipts and expenditures monthly.

- (b) Aiding the Treasurer with any of the duties of the Treasurer.
- (c) Double-check and deposit all monies from PTO activities.
- (d) The Assistant Treasurer/Treasurer collects all monies from a fundraiser.
- (e) Inform each committee chair of the approved budget amount for their designated event within ten days of the date the general membership adopts the budget, along with a set of the PTO guidelines for handling finances, reimbursement request form, and the event wrap-up report.

Public Relations: Public relations shall,

- (a) Manage social media accounts.
- (b) Work to communicate and educate parents about school and PTO events and happenings.
- (c) Work with the President to make a schedule of communications, advertisements, and flyers to go out in a timely manner.

Staff/Faculty Education Representative: The Board of Education Delegate shall,

- (a) Attend PTO general meetings to represent the faculty/staff.
- (b) Communicate to faculty/staff information presented at each PTO Meeting (except the executive board-only meetings).

ARTICLE VII – ELECTION:

Nominations of officers shall be made by a nominating committee comprised of three executive board members, including the Vice President. The nominating committee shall solicit interested candidates from the general PTO membership, confirm that parties are in good standing for office, and prepare to distribute voting guidelines and election information. Additionally,

- (a) No officer shall be eligible to serve in the same office for over three consecutive years
- (b) No officer may be re-elected to a previously held position regardless of how many years/months served
- (c) Members are eligible for a position on the executive board if they are in good standing at the time of their nomination and have served as a member of a committee
- (d) All candidates must receive a copy of the by-laws
- (e) The PTO does not allow absentee voting during any election.

The nominating committee shall distribute, collect, and tally all votes. The PTO does not allow absentee voting during any election.

- (a) In applicable years, nomination forms shall be distributed during the March meeting and must be returned by the April PTO meeting. All nominated qualified individuals shall be announced during the April PTO meeting. Elections shall be held during the May PTO meeting.
- (b) The vote shall be conducted by written ballot, and a simple majority vote shall elect the winning candidate. Should there be a tie, the sitting PTO President shall cast the deciding vote, provided they are not candidates for that particular office.
- (c) All final reports must be presented and delivered by each active, departing executive board member during the June meeting. Upon completion of this task, the newly elected board member will assume their executive board position effective July 1 of that calendar year for a period not to exceed three (3) years.

Vacancies

- (a) If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled meeting, a new Vice President will be elected by written ballot after nominations from the floor.
- (b) If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.
- (c) A vacancy occurring in an office (except that of the President) shall be filled by the executive board subject to the organization's approval at the next general meeting called by the executive board. If the general membership takes an exception, nominations will be accepted from the floor, and an immediate election of office will follow.

ARTICLE VIII- *Removal from Office:*

- (a) Officers can be removed from office 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
- (b) If a removal from office is a result of cause, the removal may occur in the privacy of the executive board.

COMMITTEES:

Membership: committees may consist of paid members and board members, with the President acting as an ex officio member of all committees. Only paid members of the Herbert Hoover PTO shall serve as event coordinators.

Standing Committees: the following committees shall be held by the organization: Art, Benevolent, Class

Trips, Field Day, Spirit Wear, 4th Grade Events, Library, Music, Outside Grounds, Gym/Physical Education, Scholarship, School Store, Yearbook, and General Events.

Additional Committees: The board may appoint additional committees as needed.

ARTICLE IX – AMENDMENTS:

These by-laws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all organization members by the secretary. Notice shall be presented in a form consistent with the standing rules by postal mail, e-mail, or another method of communication. Amendments will be approved by a majority vote of those present, assuming a quorum.

If the executive board is presented with a written opinion by a lawyer that any provision set forth herein is inconsistent with state or federal law, the executive board shall have the authority to amend the by-laws to conform with the written opinion.

Any amendment adopted during the calendar school year shall be effective as of the date of adoption; however, if it cannot be enforced mid-year or if enforcing it mid-year shall require a reorganization of committees or organizational structure, the amendment shall take effect on July 1.

ARTICLE X – FINANCES:

A tentative budget shall be drafted by the executive board in September and submitted to the general membership for approval during the October meeting and approved by a majority vote of the members present at the November meeting.

The board shall approve all expenses of the organization, and a report setting forth each expense and reimbursement request for approval shall be presented to the executive board before each PTO meeting.

Approval of any expenses in excess of the aggregate budget for any one event shall be approved by the executive board by vote after the President, Vice President, and Treasurer review the request.

Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

The fiscal year shall be from July 1 to June 30, and authorized signers shall be the President, Vice President, and Treasurer.

No gifts or favors for personal gain shall be accepted by any member of this organization from a vendor. Any offer of gifts or favors by a vendor must be disclosed to the PTO executive board. Disclosures must be made in writing and delivered to the President of the Hoover PTO. If the President is offered any gifts or favors, the disclosure must be made to the Vice President or Treasurer. Upon the next scheduled meeting of the executive board, the members will determine the appropriate allocation of the gift or favor to benefit the Herbert Hoover Elementary School students. I.E., donated bicycles may be accepted as door prizes, or monetary gift cards may be donated to a needy family from the benevolent fund.

ARTICLE XI - CONFLICT OF INTEREST POLICY:

Purpose

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

Definition

- (a) *Interested Person* - Any director, principal officer, or committee member with governing board delegating powers with a direct or indirect financial interest, as defined below, is an interested person.
- (b) *Financial Interest* - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
- An ownership or investment interest in any entity with which the organization has a transaction or arrangement,
 - A compensation arrangement with any entity with which the organization has a transaction or arrangement or
 - A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration and gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3, Item B, a person with a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3, Procedures

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be allowed to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

The remaining board or committee members shall decide if a conflict of interest exists.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, they shall leave the governing board or committee meeting. In contrast, determining a conflict of interest is discussed and voted upon.

An interested person may present at the governing board or committee meeting. Still, after the presentation, they shall leave the meeting during the discussion and vote on the transaction or arrangement involving a possible conflict of interest.

ARTICLE XII – INDEMNIFICATION AND LIABILITY:

Indemnification

The PTO shall indemnify members to the fullest extent allowed upon the determination that indemnification is proper under the circumstances insofar as all applicable standards of conduct have been complied with, including but not limited to the PTO by-laws, the rules and/or regulations of the Neshaminy Board of Education, and governing state and/or federal law. The indemnification provided by this provision shall survive the termination of the PTO-member relationship and shall ensure the benefit of its heirs, executors, and administration of such a person.

Liability

A member of the PTO executive board shall not be liable to the PTO for breach of duty in their capacity as a member of the executive board for monetary damages except to the extent that said the intentional conduct of the PTO executive board member causes economic losses. No amendment, modification, or repeal of this provision shall adversely affect any right or protection of a director at the time of such amendment, modification, or repeal.