

**UNIONVILLE HIGH – SCHOOL AND HOME ASSOCIATION, INC. BYLAWS**  
(Approved November 8, 2018)

**ARTICLE I: NAME/ARTICLES OF INCORPORATION**

The name of the organization shall be the Unionville High – School and Home Association, Inc., also known as the Unionville High School Parent Teacher Organization (hereinafter referred to as “UHS PTO” or “PTO”). This organization is located at 750 Unionville Road, Kennett Square, Pennsylvania 19348.

The PTO exists as a member of the organization known as the Unionville-Chadds Ford School District PTO (hereinafter referred to as the “Umbrella Organization”) that also includes Chadds Ford Elementary School, Hillendale Elementary School, and Charles F. Patton Middle School.

The PTO as a member of the Umbrella Organization is a non-profit organization in the Commonwealth of Pennsylvania and operates as a 501(c)(3) organization. Its articles of organization comprise these bylaws that from time to time may be amended.

**ARTICLE II: PURPOSE**

The primary purpose of the PTO shall be to promote cooperation between the school and the home, so that parents, faculty, administration, and the school board may work together in the development of the student and the achievement of the goals established by the individual committees.

**ARTICLE III: BASIC POLICIES**

The following are the basic policies of the PTO:

1. The PTO shall be non-sectarian, non-partisan and non-commercial.
2. The name of the PTO or the names of any members in their official capacities shall not be used in any connection with commercial concern or with partisan interest or for any purpose not appropriately related to the purpose of the PTO.
3. The PTO, as a body, shall not endorse a candidate for public office; however, freedom of choice for each individual shall be preserved. Also, a candidate for public office is not permitted to distribute political literature at PTO functions.
4. The PTO may support and promote issues that are aligned with the organization’s purpose and supported by a majority vote of members present at a meeting.
5. The PTO shall work with the schools and community to provide basic policies and quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy while recognizing that the legal responsibility to make decisions has been delegated by the people to school boards and state and local education authorities.

6. No part of the net earnings of the PTO shall inure to benefit of, or be distributed to its members, directors, trustees, officers, or other private persons except that the PTO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the organization.

#### **ARTICLE IV: MEMBERSHIP**

All parents and/or legal guardians of students who currently attend Unionville High School (“UHS”) and all current faculty and staff of UHS shall be eligible for membership in the PTO. “Currently attend” shall be defined as commencing on the last day of the student’s 8<sup>th</sup> grade year and concluding on the last day of the student’s 12<sup>th</sup> grade year. Members shall have the right to attend and participate in all meetings and activities of the PTO, and shall have the right to hold office and to vote on all issues before the PTO at PTO Membership Meetings or Special Meetings. Membership is not contingent upon the payment of dues.

#### **ARTICLE V: PTO BOARD**

The PTO Board shall be composed of the Executive Board and the Chairs of all Standing Committees and shall represent if possible all townships of the school district, the Principal, and the Faculty Representative. The PTO Board is elected by the PTO Membership and must be PTO Members. A vacancy on the PTO Board shall be filled by a PTO Member appointed by the PTO Executive Board.

PTO Board meetings will be held at the discretion of the PTO Executive Board during the school year. The dates and times of the meetings will be made available to any Member of the PTO upon request.

The duties of the PTO Board shall be:

1. to conduct all PTO business in a professional and respectful manner. Failure to do so may be grounds for removal from office;
2. to use PTO funds and resources in a fiscally responsible manner. Failure to do so may be grounds for removal from office. Misappropriation or misuse of funds will be cause for removal from office and referral to local authorities for possible criminal prosecution;
3. to transact necessary business in the intervals between PTO meetings and such other business as may be referred to it by the PTO;
4. to create sub-committees and approve the plans of work for the sub-committees
5. to present a committee report at PTO Membership Meetings when necessary; and
6. to review monthly budget reports and vote on expenditures that exceed the budget over \$500 when necessary (quorum required).

For voting purposes, each member of PTO Board and each member of the PTO in attendance shall have one vote and majority rules. When a quorum is required, a quorum is defined as 51% of the PTO Board.

## **ARTICLE VI: EXECUTIVE BOARD**

The elected officers of the PTO shall be a President or Co-Presidents, Vice President or Co-Vice Presidents, Secretary, Projects Coordinator, Treasurer, and a maximum of two At-Large Members. This is the PTO Executive Board.

All Officers are elected by the PTO Membership and must be PTO Members. The President(s), Vice President(s), Secretary, Projects Coordinator, and At-Large Member(s) shall assume office at the close of the school year. The Treasurer shall assume office at the start of the fiscal year.

When a vacancy occurs in the office of President, the Vice President shall assume the duties for the balance of the term. A vacancy in any other office shall be filled by a person appointed by the PTO Executive Board.

Officers shall serve for a term of up to two years in the same office. No person shall be eligible to serve more than two consecutive two-year terms in the same office, unless decided otherwise by a majority of the PTO Board (quorum required). Officers should represent different townships of the school district whenever possible.

The PTO Executive Board may create Standing Committees, as it may deem necessary to promote the purpose and carry on the work of the PTO. Each Standing Committee and its function will be evaluated at the end of each term.

## **ARTICLE VII: DUTIES OF THE EXECUTIVE OFFICERS**

### **President(s)**

The President(s) shall preside at all meetings. The President(s) have the power to name additional committees for limited purposes. The President shall be obligated to obtain a majority vote of consent by the PTO Executive Board in order to form or to dissolve any standing committee. The President(s) shall convene the Budget Committee at the beginning of the new fiscal year and shall serve as a member of the committee. The President(s) shall seek a reviewer for the purposes of examining the financial books of the PTO and shall have the authority to take over the financial books if for any reason the Treasurer is unable to do so. The President(s) shall be responsible for updating the President's records and information for the incoming President(s) by the end of the term. The President(s) shall be an ex officio member of all committees and shall represent the UHS PTO at meetings of the Umbrella Organization and other advisory meetings.

### **Vice President(s)**

The Vice President(s) shall act as aide to the President(s) and shall perform the duties of the President(s) in the absence or disability of that officer. The Vice President(s) shall be an ex officio member of all committees. The Vice President(s) shall be the chair of the Nominating Committee and the Audit Committee. The Vice President(s) shall serve on the Budget Committee and shall perform such other duties as may be delegated.

### **Secretary**

The Secretary shall keep written minutes of PTO Membership Meetings and PTO Executive Board Meetings. The Secretary shall make the minutes of the PTO Membership Meetings available to all members of the PTO. The Secretary shall be responsible for compiling and distributing the list of volunteers for each Standing Committee. The Secretary shall handle all correspondence of the PTO. The Secretary shall serve on the Budget Committee and shall perform such other duties as may be delegated.

### **Treasurer**

The Treasurer shall have custody of all the funds of the organization. The Treasurer shall keep a full and accurate account of receipts and expenditures and shall make disbursements in accordance with the approved budget. On a quarterly basis, a designated board member (“designated reviewer”) shall review all checks written and supporting documentation and any other financial records requested. The second signer on the bank account or the designated reviewer, will review online bank account balances monthly. The Treasurer shall serve as chair of the Budget Committee and the Booster Drive. The Treasurer shall present a financial statement at every PTO Membership Meeting and PTO Executive Board Meeting and create an annual budget for approval by the PTO Membership.

The Treasurer will be the primary authorized signer for the PTO’s Bank account. The bank account will have at least one other authorized signer who is either the President or the Vice President. Only one signature is required for a transaction.

### **Projects Coordinator**

The Projects Coordinator shall oversee the Enrichment Committee. The Projects Coordinator will receive requests from UHS faculty, staff, PTO members and students, review with the Committee and present the recommended projects to the PTO Membership for a vote. In addition, the Projects Coordinator shall oversee Teacher Subsidy Requests and shall serve on the Budget Committee.

### **At-Large Member(s)**

At-Large Member(s) shall serve in a resource and advisory capacity to support the other members of the PTO Executive Board. At-Large Member(s) shall serve on the Budget Committee and shall perform such other duties as may be delegated.

## **ARTICLE VIII: FUNCTIONS OF COMMITTEES**

### **Audit Committee**

If necessary, an Audit Committee with no fewer than 3 members or a professional auditor shall be appointed by the PTO Executive Board at least 2 weeks prior to the date the audit is due. The Vice President shall serve as the Chair of this Committee. The Audit Committee shall examine the Treasurer’s accounts and, if satisfied that they are correct, sign a statement of fact to be presented for adoption by the PTO Membership at the first meeting of the succeeding year.

### **Budget Committee**

The Budget Committee consists of all members of the PTO Executive Board. Based on input from the prior year's President(s), Treasurer and/or Committee Chairs, the Treasurer and President(s) prepare a recommended budget. The Committee reviews and approves the recommended budget prior to the first PTO Membership Meeting of the school year. At the first PTO Membership Meeting of the school year, the recommended budget is presented to the PTO Membership for approval.

The Budget Committee reviews revenues and expenditures to ensure that committees are operating within their budgets. The Committee may approve expenditures that exceed budget and are less than \$500. Any expenditure greater than the budget over \$500 must be brought before the PTO Board for approval (quorum required).

### **Standing Committee Chairs**

The PTO Executive Board may create Standing Committees, as it may deem necessary to promote the purpose and carry on the work of the PTO. All Standing Committees and their functions will be evaluated at the end of each term by the PTO Executive Board. Each PTO Committee must keep to the budget set for it in the current year's PTO Budget. Should unforeseen circumstances arise that necessitate going over the budget, all such requests must be made to the Budget Committee as set forth above.

Standing Committee Chairs shall be appointed by the Nominating Committee for a period of one school year. No person shall be eligible to serve more than two consecutive two-year terms in the same office, unless decided otherwise by a majority of the PTO Executive Board (quorum required). Committee Chairs should represent different townships of the school district whenever possible.

Committee Chairs shall attend and be prepared to report at PTO Membership Meetings. Each Committee Chairperson shall have one vote. No committee work shall be undertaken without the consent of the PTO Executive Board.

### **Curriculum Council Representative(s)**

Curriculum Council Representative(s) is/are appointed by the Principal for a two-year term. The Nominating Committee shall give the Principal all names of interested individuals. The Curriculum Council Representative(s) shall be the representative(s) of the PTO at Curriculum Council Meetings and shall report back to the PTO after attending Council meetings.

### **Enrichment Committee**

The Enrichment Committee consists of all members of the PTO Executive Board. The committee reviews enrichment requests. After committee review, the enrichment requests are submitted to the PTO Membership for approval. The Treasurer will receive a copy of the approved requests. Subsequent requests shall be considered as they arise.

### **Faculty Representative**

The Faculty Representative shall serve as the Liaison between the PTO and the faculty. The Faculty Representative shall have one vote.

### **Nominating Committee**

The Nominating Committee consists of all members of the PTO Executive Board. In the Spring, the Vice President will solicit candidates from the PTO Membership for all positions. Based on these responses and input from the existing chairs and the PTO Executive Board, the Vice President will prepare a list of all candidates for the PTO Executive Board and Standing Committees. The slate of candidates will be presented and voted upon at a PTO Membership Meeting.

## **ARTICLE IX: MEETINGS**

Meetings of the PTO Membership should be held on dates and in places determined by the PTO Executive Board. At the first PTO Membership Meeting of the school year, the proposed budget shall be presented for approval by the PTO Membership and all those present. The PTO Executive Board may call Special Meetings.

## **ARTICLE X: FISCAL YEAR**

The fiscal year of the PTO shall begin on August 1<sup>st</sup> and end on the following July 31<sup>st</sup>.

## **ARTICLE XI: PARLIMENTARY AUTHORITY**

“Roberts Rules of Order Revised” shall govern the PTO Membership Meetings and any PTO Executive Board meetings in all cases in which they are applicable and in which they are not in conflict with these bylaws.

## **ARTICLE XII: AMENDMENTS**

These bylaws may be amended by a majority vote at a PTO Membership Meeting. The proposed amendments shall have been made available ten days prior to the meeting at which the proposed amendments will be voted upon.

The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.