

**UNIONVILLE HIGH SCHOOL PARENT TEACHER ORGANIZATION
(UHS PTO)**

750 Unionville Road

Kennett Square, PA 19348

(part of the Unionville-Chadds Ford School District PTO, designated as both a Federal (501(c)(3)) and PA State non-profit organization.)

BYLAWS

(as amended: November 2008)

Article I: Name

The name of the organization shall be the Unionville High School Parent Teacher Organization (hereafter referred to as **PTO**).

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: Policy

SECTION 1. The PTO shall be non-sectarian, non-partisan, and non-commercial.

SECTION 2. The name of the PTO and the names of any members or officers of the PTO shall not be used in any connection with a commercial concern, nor with any partisan interest, nor for any purpose not appropriately related to the purpose of the PTO.

SECTION 3. The organization, 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.

SECTION 4. The PTO may support issues that are aligned with the organization's purpose and supported by a majority vote (as described in Article IX).

Article IV: Articles of Organization

The PTO shall exist as a nonprofit organization incorporated in the Commonwealth of Pennsylvania. The Bylaws, as from time to time amended, shall comprise its "Articles of Organization" or "Articles of PTO". (This is the corporate charter, or legal instrument as established by Robert's Rules of Order.)

Article V: General and Associate Membership

SECTION 1. Any person who subscribes to the purpose and policy of the PTO, and who is a parent or guardian of a student enrolled in the Unionville High School is eligible to become a **general member** of the PTO.

SECTION 2. Administrators, members of the faculty of the Unionville High School, Student Council Representatives and other residents of Unionville-Chadds Ford School District are eligible to become **associate members** (non-voting) of the PTO. Associate members may not serve in any of the PTO's elected or appointive offices, but may serve on any committee.

SECTION 3. Becoming a member of the PTO is established by completing a membership form and submitting it along with the membership dues to the Membership Chair.

SECTION 4. Only members who have submitted their membership forms shall be eligible to serve in any of the PTO's elected or appointed voting offices.

SECTION 5. Neither membership in the PTO nor board participation shall be denied on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, physical handicap, or political affiliation.

SECTION 6. The PTO shall conduct an annual membership enrollment, but members may be admitted to membership at any time.

SECTION 7. All **general members have one vote** on any action item voted upon during a meeting.

Article VI: PTO Board; Elected and Appointed

The affairs of the PTO shall be governed by a Board of Directors consisting of elected officers and appointed committee chairs, each serving a minimum one-year term.

SECTION 1. Elected Officers

The elected officers of the Executive Board shall be elected from among the general members of the PTO. The officers of the Executive Board of Directors shall be authorized to transact all business of the PTO on behalf of the full Board unless otherwise prohibited by these bylaws. The executive officers of the PTO shall be:

President or Co-Presidents
Vice President or Co-Vice Presidents
Treasurer
Secretary
Enrichment Projects Manager

SECTION 2. Appointed PTO Committees. The committees of the PTO shall be determined by the executive board of the PTO. These committees have typically included the following:

After-Prom, Art Gala, Bridge (web), Bridge (subscriptions), Community Service, Curriculum Council, District Directory, eNEWS, FOCUS (Family Outreach Committee for Unionville-Chadds Ford Schools), Hospitality/Staff Appreciation, Media Center, Membership, NFFT (New Family Transition Team), Practice Tests, School Board Representative, School Photographs, Spirit Wear, Used Book Sale, Website Manager.

SECTION 3. Appointed PTO Committee Chairs. The committee chairs of the PTO shall be appointed by the President of the Board, or his/her designee. Each appointed committee chair shall serve a committee chair role for the length of his/her term. Each committee may be chaired by more than one individual.

SECTION 4. The Terms of all officers and committee chairs shall begin following the PTO's May meeting and continue for a period of one year. No person shall be eligible to serve more than two consecutive terms in the same elected office unless decided otherwise by a majority vote of the general membership.

SECTION 5. The **Board may create additional committees** and the President shall appoint chairmen of such committees as deemed necessary to promote the purpose and policy of the PTO. All committees of the PTO shall be evaluated annually and may be added or deleted by a majority vote of the general membership.

SECTION 6. Inactive Committees. If a situation arises where a PTO committee is left without a chair, that committee may be designated an inactive status until a committee chair is appointed. No voting action is necessary to eliminate or reinstate said committee to PTO Committee Status.

SECTION 7. Expenditures outside the approved budget. Expenditures which are not allocated by the approved Budget for said year must be reviewed by the Executive Board. In the event of unexpected/emergency expenses, the Executive Board may allocate up to \$500.00 (per event) from the discretionary fund without a vote of the members. Disbursement of discretionary funds greater than \$500.00 must first be presented to the Executive Board 14 days prior to a regularly scheduled PTO meeting. The budget request will be placed on the agenda of the next meeting for a vote (following the procedure for voting as described in Article IX).

ARTICLE VII: ELECTION OF EXECUTIVE BOARD

SECTION 1. A diverse **nominating committee** of 3-5 PTO members shall be appointed and named by the President at the **February board meeting** to nominate persons for elected offices for a term beginning at the close of the May PTO meeting.

SECTION 2. Nominations for elected offices shall be presented at the PTO's **April meeting**. Nominations may also be accepted from the floor at such meeting, provided the prospective nominee's permission has been obtained.

SECTION 3. All elections of officers shall occur at the **May meeting** from the nominations previously determined (i.e. no nominations from the floor at this time).

SECTION 4. Officers are **elected by a majority vote** of those present and eligible to vote provided a quorum has been met.

SECTION 5. If there is a **single nominee for any office** that office may be elected by a **voice vote** by calling for those present to acknowledge a verbal yes or no vote.

SECTION 6. If there are two or more nominees for an office the election shall be **by ballot**. To verify eligibility to vote, the membership list must be checked before ballots are distributed. The chair of the Nominating committee shall collect and count the ballots and announce the winner.

ARTICLE VIII: DUTIES OF BOARD MEMBERS

SECTION 1. The President or Co-Presidents shall preside at all meetings of the PTO and the Board, and shall coordinate the duties of the elected officers and appointed committee chairmen. The President shall also serve as an ex officio member of all committees of the PTO. The President(s) shall have the responsibility to reply to all correspondences of the PTO unless otherwise delegated.

SECTION 2. The Vice President or Co-Vice Presidents shall perform the duties of the President, Secretary, or Treasurer in the absence or disability of those officers, and shall be the Chair(s) of the Unionville – Chadds Ford Community Scholarship Fund and shall initiate and direct activities relating to the solicitation of contributions for scholarships to graduating seniors of Unionville High School. The Vice President/Co-Vice Presidents shall organize the Alumni Reception for the previous year's graduating class. The Vice President/Co-Vice Presidents shall also serve as ex officio member(s) of all committees of the PTO.

SECTION 3. The **Secretary** shall record and distribute the minutes of all meetings of the PTO and the Executive Committee. The **Secretary** shall receive incoming correspondence to the PTO and distribute accordingly.

SECTION 4. The **Enrichment Projects Manager** shall solicit grant applications from the Unionville High School staff and community for enrichment projects. The Enrichment Projects Manager shall also act as liaison between the Unionville High School community and the PTO as well as the District Technology Department as pertains to the enrichment projects. The Manager shall present the grant requests to the Executive Board. The project requests shall be decided upon by the PTO members at the December meeting.

SECTION 5. The **Treasurer** shall retain custody of all funds of the PTO; shall keep a full and accurate account of income and expenses; and shall make disbursements in accordance with the PTO's budget or other authorizations received from the PTO or the Board. The Treasurer's accounts shall be reviewed annually by a Board executive officer or a substitute approved by the President. The review report shall be documented by the signature of the reviewer and maintained with the budget documents.

SECTION 6. The **After Prom Committee Chair(s)** shall oversee all committees and events including fundraising and clean up for the After Prom Program.

SECTION 7. The **Art Gala Chair(s)** shall select members for a committee to arrange an art show for the financial benefit of the PTO, and initiate and direct the activities of the committee.

SECTION 8. The **Bridge Publication Chair(s) (Web)** shall be responsible for the regular preparation and publication of The Bridge, and arrange for publication on Unionville High School's website. The Chair shall also make the publication available to the **Bridge Chair for Subscriptions.**

SECTION 9. The **Bridge Subscriptions Chair** shall solicit subscriptions for The Bridge to be mailed home and arrange for the distribution of the mailed copies as well as copies to the administration.

SECTION 10. Community Service Chair(s) shall define needs of the community and implement services involving all Unionville High School Students. The Chair(s) shall oversee the high school participation in the annual Bike Drive, the annual coat/winter wear drive and the holiday gifts to Unionville High School families in need.

SECTION 11. Curriculum Council Chair shall represent the PTO at the Unionville-Chadds Ford School District curriculum council meetings. The chair will report back to the membership on action items and discussions pertinent to the high school curriculum. The chair will also inform the membership of upcoming Curriculum Council meetings for questions and input as they pertain to curriculum.

SECTION 12. The **District Directory Chair(s)** shall coordinate with the district's other PTO District Directory Chairs in all duties involved in the publication and distribution of the annual District Directory.

SECTION 13. The eNEWS Chair shall be responsible for electronic mail postings, foremost, the news as it relates to the activities of the PTO and its committees. As a service to the school, school wide and district wide information may also be posted. Information posted on eNews bulletins shall conform to currently prevailing communication standards of the District.

SECTION 14. The FOCUS (Family Outreach Committee for the Unionville Chadds Ford Schools) Chair shall have a dual function: seeking and scheduling events and programs for students and parents that promote healthy choices and behaviors and participate/collaborate by working closely with the district's Student Assistance Team.

SECTION 15. The **Hospitality /Staff Appreciation Chair(s)** shall provide refreshments for Back to School Night, a faculty welcome back breakfast and an end of the year thank you lunch.

SECTION 16. The **Media Center Volunteer Chair(s)** shall obtain volunteers to assist the Unionville High School Librarian in functions relating to the Library.

SECTION 17. The **Membership Chair(s)** shall initiate and direct activities relating to the enrollment of persons as general members and associate members of the PTO.

SECTION 18. The **NFTT (New Family Transition Team) Chairs(s)** shall coordinate activities to welcome and assist in the transition of the new families into Unionville High School community.

SECTION 19. The **Practice Tests Chair(s)** shall oversee the publicity, coordination, and implementation of the Practice SAT/PSAT/ACT Tests.

SECTION 20. The **School Board Representative** shall attend monthly School Board Meetings and report back to the PTO Board and include a summary for The Bridge publication.

SECTION 21. The **School Photographs Chair(s)** shall coordinate the taking of annual school photographs.

SECTION 22. The **Spirit Wear Chair(s)** shall orchestrate the sale of UHS spirit wear to promote school spirit.

SECTION 23. The **Used Book Sale Chair(s)** shall coordinate the collection, set up, and implementation of the Used Book Sale. The Used Book Sale Chair(s) shall also coordinate the donation of remaining used books after the sale.

SECTION 24. The **Unionville High School Administration Representative** shall coordinate the PTO's activities as they relate to the school administration and coordinate dates and activities of various groups at the Unionville High School to prevent duplications and conflicts.

SECTION 25. The **Unionville High School Faculty Representative** shall coordinate the PTO's activities as they relate to the school's faculty.

SECTION 26. The **Unionville High School Guidance Representative** shall keep the PTO informed on guidance activities, and work with the Board to maintain good communications.

SECTION 27. The **Unionville High School Student Council / Student Body Representative** shall coordinate the PTO's activities as they relate to the student body and, when requested, obtain volunteers from the student body to assist the PTO in its various activities.

SECTION 28. **Website Manager** shall work with Unionville High School technical assistant to update PTO information on the school's website.

ARTICLE IX: VOTING and MEETINGS OF PTO AND THE BOARD

SECTION 1. Regular meetings of the PTO shall be held monthly at Unionville High School. The date, time and room location shall be set by the President(s). The initial meeting of the Executive Committee shall be held in August at a date and place determined by the President(s).

SECTION 2. Special meetings of the Board may be called by the President(s) or a majority of its members, provided at least 1-week written or oral notice is given to all members.

SECTION 3. A **quorum** shall constitute **51%** of the **Executive** Board members.

SECTION 4. For the purpose of transacting business at regular and special meetings, a quorum is required. Matters presented for voting shall be enacted by a majority vote of the members present at the meeting.

ARTICLE X: FISCAL YEAR

The fiscal year of the PTO shall begin on August 1 and end on the following July 31.

ARTICLE XI: AMENDMENTS AND REVIEW OF BY LAWS

SECTION 1. These Bylaws may be amended at any meeting of the PTO by a two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given in the announcement of the meeting. Such announcement shall be made at least ten days prior to the meeting at which the vote will be taken, and the proposed amendment shall be available for inspection at a convenient place during such ten-day period.

SECTION 2. An annual review of the bylaws shall take place in the summer months before the start of the next school year. The purpose of review is to update the standing committees list and any other items that may need updating. The president or designee shall be in charge of the annual review.