**WALLINGFORD ELEMENTARY**

**PARENT-TEACHER ORGANIZATION**

**BY-LAWS**

(Revised and Effective March 5, 2024)

# ARTICLE I – NAME

The name of this organization shall be the

*WALLINGFORD ELEMENTARY*

*PARENT-TEACHER ORGANIZATION (WES PTO)*

# ARTICLE II – PURPOSES AND POLICIES

**Section 1 - Purpose**

The WES PTO shall have as its objectives:

1. Support the school in its mission;
2. Promote communication and mutual respect among parents, faculty and administration;
3. Presenting to Wallingford-Swarthmore School Board issues of concern to the members of the PTO;
4. Support and enrich the educational and social objectives of the school through PTO-sponsored programs;
5. Providing financial assistance to programs and projects that directly impact teachers and students through organized fundraising events;
6. Support community endeavors.

**Section 2 - Policies**

The policies of this PTO shall be in harmony with the policies of the Wallingford-Swarthmore School District. The WES PTO, which is a non-profit association, shall be non-sectarian and non-partisan.

**Section 3 - Purpose**

The purpose of this organization is exclusively educational, including making of distributions to organizations under Section 501(c)(3) of the Internal Revenue Code (of the corresponding section of any future Federal tax code).

# ARTICLE III – MEMBERSHIP

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# All parents and guardians of Wallingford Elementary School students and the faculty and administrators of the school shall be members.

# ARTICLE IV – BOARD

**Section 1 - Members**

The voting members of the Board shall be the Officers, the Chair of Standing Committees and all Committee members, the school Principal and at least one faculty representative. The Board shall have general charge of the PTO fundraising and administration. In the event that a voting member holds two Board positions, in no event shall same Board Member have more than one vote on a single issue.

**Section 2 - Quorum and Action**

a. One third of the voting members of the PTO shall constitute a quorum.

b. Or 10 general members, three officers and the School Principal present at the meeting including shall constitute a quorum for transaction of business.

# ARTICLE V – OFFICERS

**Section 1 - Representatives**

The Officers of this PTO shall be a Chair, Chair-Elect (or Co-Chair), Secretary, Treasurer and Treasurer-elect.

**Section 2 - Terms of Office**

The Officers shall be elected to a one-year term. The Chair and Co-Chair shall not hold the same office in successive years. The Treasurer and Treasurer-elect may be elected for successive terms.

**Section 3 - Duties and Powers**

* 1. Chair - The Chair shall be the chief executive officer of the PTO; shall preside at all organization meetings; and shall oversee all organization business. The Chair shall be a member ex-officio of all committees. The Chair may not hold any other Board position during his/her tenure as Chair.
  2. Chair-Elect (or Co-Chair) - The Chair-elect shall preside at meetings in the absence of the Chair; shall automatically be placed as nominee for Chair in the following year; and shall succeed the Chair in the event of disability.
  3. Secretary - The Secretary shall record and keep the minutes of all organization meetings; shall conduct organization correspondence; and shall maintain a file of official organization records.
  4. Treasurer - The Treasurer shall keep full and accurate financial record of the organization; shall present monthly financial statements; and shall present the books for an annual audit as deemed appropriate by the incoming Officers. The Treasurer may not hold any other Board position during his/her tenure as Treasurer. The Treasurer shall be responsible for the completion of external financial reports including reports to the Internal Revenue Service. The Treasurer shall provide for the proper segregation of accounting and bookkeeping functions between the Treasurer and Treasurer-elect to ensure appropriate and customary controls over cash receipts and disbursements.
  5. Treasurer-Elect - The Treasurer-elect shall be responsible for procedures over cash receipts and disbursements to facilitate segregation of accounting and bookkeeping functions between the Treasurer and Treasurer-elect; shall automatically be placed as nominee for Treasurer in the following year; and shall succeed the Treasurer in the event of disability. The Treasurer-elect may not hold any other Board Position during his/her tenure as Treasurer-elect.

# ARTICLE VI – NOMINATION, ELECTION AND VACANCY

**Section 1 - Nomination of the Board**

The Nominating Committee shall submit to the Chair and Chair-elect the names of the nominees for each office and committee chair to be elected. The Chair shall submit a slate of nominees to each member of the Board with the May meeting agenda.

**Section 2 - Election**

The election of the Board shall take place at the May meeting. The Board shall assume office at the close of the last Board meeting of the school year. The membership shall elect Board members by a majority of the membership present at the May meeting.

**Section 3 - Vacancy**

A vacancy occurring in any Board positions shall be filled by the Board with recommendations from the Nominating Committee.

# ARTICLE VII – COMMITTEES

**Section 1 - Nominating Committee**

1. Duties and description - There shall be a Nominating Committee whose function shall be to present nominees for election to the various elective positions of the PTO and to submit recommendations for filling all vacancies. The committee shall be composed of six members elected by the general PTO membership for terms no less than one year and no more than two years.
2. Chair - The PTO Chair shall appoint one member of the Nominating Committee to serve as Chair.

**Section 2 - Budget Committee**

The Budget Committee shall be responsible, with recommendations from the Board, for preparing the annual budget for approval by the membership at Back to School Night each fall. This Committee shall be composed of the PTO Chair, Chair-elect, Treasurer and Treasurer-elect.

**Section 3 - Standing Committee**

1. Terms of office - Standing Committee chairs shall be elected by the PTO membership for terms of no less than one year.
2. Duties - Each standing Committee shall be responsible for duties as outlined below:

1. **Caring Committee -** Making contact, via phone or email, with WES families in need. Maintains and develops a list and schedule of voluntary families willing to contribute.

2. Website - Maintains and develops the WES PTO website, including content and hosting.

3. **Communications/WES Mail -** Sending out weekly emails to WES families and maintaining the school-wide email list. Email information is provided by the PTO Board.

4. **Citizenship** - To design and implement programs to assist students in learning more about their community through education, and service projects. This Committee will solicit needed items and make arrangements for delivery.

5. **Dimension in Math and Science -** To introduce students to a wide variety of math and science experiences through programs involving, but not limited to family math night, school assemblies, a Science Fair and other hands-on activities.

6. **Fifth Grade Representative -** To plan fundraising projects to help fund the expenses of the annual fifth grade field trips and graduation activities.

7. Gift of **Giving Committee -** Plan a service project during the Valentine’s Day classroom party.

8. **Grounds and Greens -** To supervise maintenance of the atrium and schools exterior gardens.

9. **Health -** To aid the school nurse in educating students in all facets of good health including Apple Crunch Day and Go For the Greens.

10. **Car Line -** Monitoring the morning drop off at the back of the school. Includes recruiting volunteers and developing/maintaining a volunteer schedule.

11. **Homeroom Parent Coordinator -** Recruits homeroom parents and acquaints them with their responsibilities and policies via the WES Homeroom Parent Handbook.

12. **Hospitality -** To show gratitude and appreciation for all WES staff members throughout the year including but not limited to back to school lunch, conference meals, Staff Appreciation Week and seasonal treat days.

13. **Library -** To recruit volunteers who assist the school librarian.

14. **Directory -** To produce, solicit advertisers for, collect payments and distribute the school directory.

15.**Cultural Arts -** To introduce and expose students to a variety of cultures through creative programming including International Night.

16. **New Parent Representatives -** To welcome all the new families to WES prior to the school year, familiarize them with various aspects of the school and serve as a information resource.

17. **Visiting Author -** Coordinates with school librarian to bring children’s book authors to WES for assemblies and book signings. Organizes and distributes books purchased by the students.

18. **Publicity -** To document a strong positive image of WES by sharing photos of school activities and events. To disseminate a monthly calendar to families through WES Mail.

19. **Hour of Code -** Coordinates Hour of Code STEM activities during the annual national Hour of Code week and secures parent volunteers to facilitate in all classrooms.

20. **Foreign Language -** Manages the foreign language club by recruiting and retaining teachers, coordinating class schedules and processing payment for student participation for both the fall and spring sessions.

21. **Book Fair -** Organizes, coordinates and staffs the Fall and Spring Book Fairs.

22. **Social -** Plan and provide events and opportunities for the WES parent community to cultivate relationships through a social connection.

23. **Sustainability -** To help identify areas where our school and families can reduce waste, conserve energy and use resources more efficiently.

24. **Lost & Found** - Organize school’s Lost & Found before the fall and spring conferences and then donate any items not claimed.

25. **After-School Activities -** These Committees are responsible for organizing specific after-school activities such as Chess Club, Girls on the Run, Boys on the Right Track, etc.

**Section 4 - Committees on Fundraising and Events**

1. Terms of office - Committees on Fundraising and Events shall be elected by the PTO membership for terms of no less than one year.
2. Duties - These Committees will plan, execute and oversee their specific PTO event/program.
3. Committees - Bingo, Book Fair, Rewards Programs, May Day, Movie Night, Pancake Breakfast, Rita’s Family Night, SchoolKidz, Spirit Wear and Restaurant Family Nights.

**Section 5 - Special Committees**

Special committees shall be appointed by the Chair with the approval of the Officers, who shall designate the functions, powers, and terms of such committees.

# ARTICLE VIII – MEETINGS

**Section 1 - Regular and Special Meetings**

1. The PTO shall hold a monthly meeting on the first or second Tuesday of each month beginning in September and ending in June, with the exception of December. Meetings shall be set in the school calendar before the start of the school year.
2. Special Meetings may be called by the Chair with approval of a majority of the Board or by a 2/3 vote of the Board acting alone.

**Section 3 - Quorum**

A quorum at the May meeting shall consist of the general members present at a meeting regardless of number.

# ARTICLE IX – FINANCE

**Section 1 - Fiscal Year**

The fiscal year of the PTO shall be from July 1st to June 30th.

**Section 2 - Budget**

Funds shall be budgeted annually by the Budget Committee with the recommendations from the Board. The budget shall be approved by the membership at Back to School Night in the fall. All expenditures shall be made in accordance with the budget, except that expenditures not provided for in the budget must be approved by a 2/3 vote of the Board. In no case shall funds budgeted for a committee, though not fully spent, be accumulated for use the following year by that committee.

**Section 3 - Special Distribution**

Should funds of minimal amount be required in between the general meetings, the Officers may vote to distribute. The vote must be unanimous.

**Section 4 - Bonding**

The actions of the the Officers and Committees on Fundraising are bonded by a Surety Dishonesty Bond. This amount shall be reviewed and updated by the Board, as appropriate.

# ARTICLE X – PARLIAMENTARY AUTHORITY

The procedures outlined in Robert’s Rules of Order, Newly Revised shall govern the PTO in all cases to which they are applicable.

# ARTICLE XI – BY-LAWS REVISION AND AMENDMENTS

These By-laws may be revised annually as needed by the Nominating Committee upon request of the Executive Committee. Other amendments may be proposed by a 2/3 vote of the Board. Revision and/or amendment must be submitted in writing to the Secretary at least two weeks prior to a Board meeting. The Secretary shall submit the proposed amendment(s) in writing to the members at least one week before the date of that meeting. A 2/3 vote of members attending that meeting is required for adoption of said amendment(s).

# ARTICLE XII – LIMITATIONS

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered an t make payments and distributions in furtherance of Section 501(c)(3) purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of, or in opposition of, any candidate for public office.

Notwithstanding any other provision of these By-laws, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 510(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code) or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

# ARTICLE XIII – DISSOLUTION

Upon the dissolution of this organization, all assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue code, or corresponding section of any future Federal tax code, of shall be distributed to the Federal government, or to a state or local government, for a public purpose.