**John Henry Neff Elementary School**

**21 Valley Rd, Lancaster, PA 17601**

**PTO-By Laws**

**Article I- Name**

The name of the organization shall be the Neff Parent Teacher Organization. The PTO is located at John Henry Neff Elementary School, Lancaster, PA.

**Article II- Purpose**

The purpose of the PTO is to enhance and support the educational experience at Neff Elementary, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Neff Elementary through volunteer and financial support.

**Article III- Members**

1. 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.
2. The Neff Principal and any teacher employed at the school shall also be considered members with voting rights.
3. Dues: There are no membership dues.

**Article IV- Officers and Election Section**

1. **Officers.** The officers shall be a president, vice president, secretary, and treasurer. The roles of President and Vice President are both eligible to be shared by up to two individuals each.
   1. **President.** The president shall preside over meetings of the organization and executive board, serve as 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 officers and committees so that the purpose of the organization is served.
   2. **Vice President.** Oversee the fundraising efforts of the PTO. The Vice President shall assist the president and carry out the president’s duties in his or her absence or inability to serve.
   3. **Secretary.** The secretary shall record and distribute minutes of all Executive Board meetings and all general PTO meetings, prepare agenda for official PTO meetings, and hold historical records for the PTO, including but not limited to PTO newsletters, email broadcasts, website, bulletin board, etc. The secretary also keeps a copy of the minute book, by laws, rules and any other necessary supplies, and brings them to meetings.
   4. **Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay our funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board. He or she will present a financial statement at every meeting and at other times when requested by the executive board, and make a full report at the end of the year.
2. **Nominations and Elections.** Elections will be held at the last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at the meeting held one month prior to the election. At the meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.
3. **Eligibility.** Any PTO member in good standing may become an office of the PTO.
4. **Terms of Office.** The term of office for all officers is one year, beginning June 14 and ending June 30 of the following year. Officers may serve no more than three (3) consecutive terms in the same office. Each person elected shall hold only one office at a time.
5. **Vacancies.** If there is a vacancy in the office of President, the Vice President will become the President. As the net regular scheduled meeting, a new Vice President will be elected. If there is a vacancy in any other office, members of the Executive Committee will fill the vacancy through an election within four (4) weeks of the vacancy.
6. **Removal From Office.** An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

**Article V- Meetings**

1. **General Meetings.** General Business Meetings shall be held to conduct the business of the PTO. Meetings shall be held quarterly basis during the school year. The President shall be responsible for informing the Executive Committee and PTO members of meeting time, place and agenda.
   1. Meetings shall be open to all PTO members. In addition, a representative from the Manheim Township School Board should be invited.
   2. Business may be transacted by a majority of members present at the meetings.
   3. A modified version of Roberts Rules of Order shall govern this organization in all cases.
   4. Each member in attendance at a PTO meeting is eligible to vote, one vote per member. Absentee and proxy votes are not allowed.
2. **Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer.

**Article VI- Executive Board**

1. **Membership.** The executive Board shall consist of the officers, principal; teacher representatives, and standing committee chairs.
2. **Duties.**  The duties of the Executive Board shall be transact business between meetings in preparation for the general meeting, to approve the plans of each committee, to create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.
3. **Meetings**. Regular Executive Board meetings shall be held quarterly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.
4. **Transition Planning.** Executive Committee members will host a special meeting at the end of the school year for respective parties to exchange all necessary paperwork, reports, questions, etc.
5. **Quorum.** Half the number of board members plus one constitutes a quorum. Reminder: Most states prohibit boards of directors from voting by proxy, mail, or email ballot unless the decision is made in writing and is unanimous. The thinking is that boards should meet and confer before making decisions, unless all board members agree.

**Article VII- Committees**

1. **Membership.**  Committees may consist of members and board members, with the president acting as an ex officio member of all committees.
2. **Standing Committees.** Standing Committees shall be created or disbanded by a majority vote of the Executive Committee as required to promote the objectives and interests of the organization.
3. **District Representative Committees.** As set forth by policies of the Manheim Township School District, Neff Elementary School shall have representatives on both the SLAC (Superintendent’s Lay Advisory Council- 3 representatives) and MTEA (Manheim Township Education Association). Representatives will be appointed by the Neff School Principal, but will be considered Standing committee Chairs for the purposes of PTO business. Representatives will report updates at the PTO meetings and via newsletters/eblasts when applicable.
4. **Additional Committees.** The board may appoint additional committees as needed.

**Article VIII-** **Finances**

1. **FISCAL YEAR—**The fiscal year shall coordinate with the school year. The fiscal year of the PTO begins August 1 and ends July 31 of the following year.
2. **BANKING—**All funds shall be kept in a checking account in the name of John Henry Neff PTO, require the signature of an Executive Board member and held at a local financial institution.
3. **REPORTING—**
   1. All financial activity shall be recorded in a computer based or manual accounting system. The treasure shall keep accurate records of any disbursements, income, and bank account information.
   2. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly.
   3. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the PTO Executive Board.
4. **BUDGETS:** A tentative budget shall be drafted in the summer for each school year. The President, and Treasurer will initially draft the budget in cooperation with the School Principal. The budget will then be presented to the Executive Committee and voted on by the general membership. It can be approved by a majority vote of the members present. The board shall approve all expenses of the organization.
5. **EXPENSES:** Two authorized signatures shall be requested on each check over the amount of $1,000. Authorized signers shall be president and treasurer.
6. **ENDING BALANCE—**The organization shall leave a minimum of $10,000 or half the projected budget in the treasury at the end of each fiscal year.
7. **CONTRACTS—**Authority to sign contracts is granted to Committee Chairs.

**Article IX-** **Parliamentary Authority** Roberts’s Rule of Order shall govern meetings when they are not in conflict with the organization’s bylaws.

**Article X- Standing Rules** Standing rules may be approved by the Executive Board and the secretary shall keep record of all the standing rules for future reference.

**Article XI- Dissolution** The organization may be dissolved with previous notice (14 calendar days) and a two- thirds vote of those present at the meeting. In the event of dissolution of the PTO, any remaining funds should be used to pay any outstanding bills and, with the membership’s approval, spent for the benefit of the school

**Article XII- Amendments** Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt and amend the bylaws.

**Article XIII- Conflict of Interest -** All members of the Neff PTO shall adhere to the Conflicts of Interest Policy. (see Addendum1).

These bylaws were adopted on (10/22/2016). Amended (07/19/19)

**Addendum 1 – Conflict of Interest Policy**

Section 1. Purpose. The purpose of the conflict of interest policy is to protect this tax-exempt organization’s interest 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 any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Definitions. A. Interested Person. Any director, principal officer, or member of a committee with governing board-delegated powers who has direct or indirect financial interest, as defined below, is an interested person. B. Financials Inters. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: i. An ownership or investment interest in any entity with which the organization has transaction or arrangement; ii. A compensation arrangement with the organization or with any entity or individual with which the organization has transaction or arrangement; or iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which organization is negotiating a transaction or arrangement. “Compensation” included direct and indirect remunerations as well as gifts or factors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Section 3b, a person who has a financial interest may have a conflict of inters only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Procedures. a. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement. b. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting, while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide with at a conflict of interest exists. c. Procedures for Addressing the Conflict of Interest. i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict. Ii. The chairperson of that governing board of committee shall, if appropriate, appoint a disinterested person or committee to investigate alternations to the proposed transactions or arrangement. iii. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not vive rise to a conflict of interest. iv. If a move advantageous transaction or arrangement is not reasonable possible under circumstances not producing a conflict of interest, the governing board or committee shall determined by a majority vote of the disinterested directors whether that transaction or arrangement is the organization’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determinations, it shall make its decision as to whether to enter into the transaction or arrangement. d. Violations of the Conflict of Interest Policy. i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basic for such belief and afford members/s response and after making further [www.ptotoday.com](http://www.ptotoday.com) investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appreciate disciplinary and corrective action.

Section 4. Records of Proceedings. The minutes of the governing board and all committees with board delegated powers shall contain; a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action take to determine whether a conflict of interest was present; and the governing board’s or committee’s decision as to whether a conflict of interest in fact existed. b. The names of the person who were present for discussion and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any vote taken in connection with the proceedings.

Section 5. Compensation. a. A Voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member’s compensation. b. A voting member of any committee whose jurisdiction include compensation matters and who receives compensations, directly or indirectly, form the organization for services is precluded from voting on matters pertain to that member’s compensation. c. No voting member of the governing board or any committee whose jurisdiction include compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively is prohibited from provided information to any committee regarding compensation.

Section 6. Annual Statements. Each director, principal officers, and member of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person: Has received a copy of the conflict of interest policy; Has read and understood the policy; Has agreed to comply with the policy; and Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one of more of its tax exempt purposes.

Section 7. Periodic Reviews. To ensure that the organization operates in a manner consistent with charitable purposes and does not engaged in activities that could jeopardize its tax-exempt status, period reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects; a. Whether compensation arrangements and benefits are reasonable are based on competent survey information and are the result of arm’s length bargaining. b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization’s written policies, are properly recorded. Reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

Section 8. Use of Outside Experts. When conducting the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic review are conducted.

**Addendum 2- Mission Statement**

**The Neff PTO is an organization dedicated to strengthening the community at John Henry Neff Elementary School. We do that though our core objectives:**

* Host events and gathering that grow the Neff community
* Raise funds to support programs and materials that fortify learning at Neff
* Celebrate and encourage the people that make Neff great

**Revised July 2019**