

MANOA PARENT-TEACHER ORGANIZATION
CONSTITUTION AND BY-LAWS
Amended and Adopted June 4, 2019

**ARTICLE I
NAME**

The name of this organization shall be the Manoa Parent-Teacher Organization, which shall be known as Manoa PTO or Organization.

**ARTICLE II
OBJECTIVES**

Section 1 The Manoa PTO is a nonprofit organization that exists exclusively for charitable, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 2 The objectives shall be to promote the welfare of the Manoa Elementary children and youth in home, school, and Manoa community; to secure adequate care and protection of children and youth; to bring into closer relation the home and the school; to encourage parents and teachers to cooperate intelligently in the development of the child; to foster between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, and social educations.

Section 3 The assets of this organization shall be dedicated to the furtherance of the organizations charitable, educational and scientific purposes. No part of the assets of this organization shall inure to the benefit of, or be distributable, to its members, officers or other private persons, except that this organization shall be authorized and empowered to make payment and distributions in furtherance of the purposes described in Section 501 (c)(3). No substantial part of the activities of this organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of this Constitution and By-Laws to the contrary, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income taxes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**ARTICLE III
POLICIES**

Section 1 The purpose of any policies adopted by this Organization shall be to promote academic and social development of the children of Manoa Elementary School.

Section 2 It shall be the policy of this Organization to leave the making and enforcing of all educational policies to the responsible school authorities of the School District of Haverford Township and Manoa School.

Section 3 This Organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise and no candidate shall be endorsed by it, nor by any of its officers acting in the name of the Organization. This shall not be construed to prevent the Organization from using professional or commercial services as deemed appropriate by the Executive Board.

Section 4 This Organization shall not seek to direct the administrative activities of the school or to control its policies.

Section 5 This Organization may cooperate with other organizations and agencies active in child welfare, such as conference groups and coordinating councils, provided they make no commitments, which bind their member groups.

Section 6 Communications, Website and Social Media Policy

- 1) The Organization will fund and maintain its website, www.ManoaPTO.org, as well as its e-mail contact list. Both the e-mail contact list and website will be maintained by trusted PTO volunteers who are appointed by the Executive Board.
- 2) The email contact list is private and is the sole property of the Organization. The Organization will neither sell, transfer nor share members' contact information to a third party unless express consent is obtained beforehand from the individual.
- 3) E-mail addresses will be used solely for the purposes of promoting PTO-sponsored and SDHT-sponsored events and for information that is suitable and relevant to Manoa Elementary School students and their families.
- 4) The Organization will only post:
 - a) Links on our website that promote School District of Haverford Township based organizations geared toward elementary aged children.
 - b) One Facebook post per event for SDHT items.
- 5) No promotion will be included in the Weekly Newsletter, Manoa Mail, or in an email blast to our membership.
- 6) The posting of any information on www.ManoaPTO.org shall not constitute endorsement by the PTO of the organization sponsoring said activities or services.

**ARTICLE IV
MEMBERSHIP**

Section 1 Any parent or guardian of a child in the Manoa School can become a regular member upon the payment of dues. Dues shall be set yearly by majority vote of the Executive Board.

Section 2 All teachers of Manoa School shall have the rights and privileges of general membership without payment of dues.

ARTICLE V OFFICERS

Section 1 The elected officers of the Organization shall be a President, a first Vice-President, a Corresponding ~~Secretary, a Recognition Secretary, a Recording Secretary, and a Treasurer.~~

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Section 2 The principal of the school shall be a permanent ex-officio member of the Organization, serving as second vice-president.

Section 3 The term of office shall be for one year beginning July 1st.

Section 4 All officers must be members of this Organization.

Section 5 No elected officer shall hold the same office for more than two consecutive school years. If there is no individual willing or able to fill an open position on the Board, then the current Officer may be re-elected to the same position for an additional term, with the understanding that recruitment efforts will continue to find a member willing to take on the role, and use the remaining year to transition the new officer.

Section 6 In the event of the resignation of any elected officer, other than the President, the President may appoint an interim officer until a quorum of the Executive Board, at their next meeting will elect a new officer to fill the vacancy.

Section 7 The Executive Board may declare an officer position to be vacant where an officer ceases to be a member in good standing of the PTO, by reason of non-payment of dues, or where the officer fails to attend two (2) consecutive Executive Board meetings without written notice to an Executive Board member. An officer may resign by submitting written notice to the President and Recording Secretary. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the Board of the written notice.

ARTICLE VI DUTIES OF THE OFFICERS

Section 1 The President shall be the Chief Executive Officer of the Organization. The President shall preside at all meetings of the Organization, Executive Board and Committee Chairs, Special Committees, and Special Representatives. The President shall be an ex-officio member of all committees of the Organization, except the Nominating Committee, including coordination of the work of all others in order that the purpose of the Organization is served. The President shall exercise such other functions as are usual for a presiding officer, and shall vote only in the event of a tie at any general meeting, board, or executive meeting. The president shall act as the school representative to the Intra-District Council and may appoint a co-representative or delegate this responsibility. The President shall appoint all standing committees, special committees and special representatives with assistance from the Executive Board. In the event of Co-Presidents, each person shall have an equal role in the organization.

Section 2 The First Vice-President shall assume the duties of the president in the President's absence. The First Vice-President shall have such further duties as may be assigned by the President and shall be an ex-officio member of all committees of the Organization except the Nominating Committee. The First Vice-President shall have the responsibilities for the special and/or presentation program portion of the meetings.

Section 3 The Second Vice President shall be the Principal who will represent the school administration at all meetings of the Organization.

Section 4 The Corresponding Secretary shall be the administrator of all Manoa PTO's correspondence with its members. This includes managing the organization's website, email communication and any social media platforms. The Corresponding Secretary should also coordinate member communications with any event chair on their specific event.

Section 5 The Recognition Secretary shall assist the Organization with all recognition correspondence when needed and/or requested and maintain a record of acknowledgements, gifts, and receipts. The Recognition Secretary shall manage all faculty and volunteer recognition, including Teacher Appreciation Week and similar events.

Section 6 The Recording Secretary shall keep a true and accurate record of all the proceedings of the Organization, its Executive Board and Committees. Minutes of these meetings shall be distributed to all executive board members and posted no later than two weeks after the meeting. The Recording Secretary shall keep all records of the organization, take and record minutes, and communicate them with the general membership as needed. The Recording Secretary also keeps a copy of the prior meeting's minutes, bylaws, policies, and any other necessary supplies and brings these items to meetings.

Section 7 The Treasurer shall receive all dues and sums owing to the Organization and shall disburse the same only when the expenditures have been authorized by the Organization and/or the Executive Board. The Treasurer shall keep an accurate account of all the receipts and payments, and shall present a statement of the same at the meetings of the Executive Board and of the general Organization. The Treasurer shall further present an accounting to the Auditing Committee when called upon for same. The treasurer is responsible for filing taxes by Jan 15.

ARTICLE VII ELECTIONS OF OFFICERS

Section 1 The Nominating Committee shall consist of three (3) members. The Principal of the school shall be invited to participate as an advisor to the committee. The President shall appoint a Chair to the Nominating Committee by January 31. The Chairman shall appoint two (2) additional members, no one who currently serves on the existing Executive Board.

Section 2 The Nominating Committee shall invite suggestions for candidates for all offices no later than April 10 of the new calendar year. It shall be the duty of the Nominating Committee to obtain nominees for all elected offices.

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Section 3 The names of the candidates shall be sent to all members prior to the election.

Section 4 The officers shall be elected by vote of the PTO members of Manoa School. Each member will receive an opportunity to complete an electronic ballot sent via email to all members. Members should complete their ballots within a minimum of five days' time. All elections shall be decided by a majority vote of the members who voted on the electronic ballots. The results shall be announced following the tallying of the vote within 24 hours of the closing of the election.

Section 5 In case of a tie, there shall be a run-off election to be held within one week.

Section 6 No member shall hold more than one elective office at a time.

ARTICLE VIII EXECUTIVE BOARD

Section 1 The Executive Board shall consist of the elected officers of the Organization; the immediate past President, who shall provide guidance and assistance to the President to insure continuity of leadership; the Principal of the school, and a faculty representative.

Section 2 The Executive Board shall have general supervision of the affairs of the Organization with the following duties: to sit on the budget committee; to transact urgent business in the intervals between Organization meetings; to approve plans of the Standing committees; to report to the Organization at the regular meetings and to assume the responsibility not covered by other standing committees but necessary to the Organization.

Section 3 Meeting of the Executive Board shall be held at the call of the President or 2 (two) Executive Board members. Notice shall be sent to all Executive Board members.

Section 4 A quorum of the Executive Board will be necessary to conduct business. Four members plus the president will constitute a quorum. Each member of the Executive Board has a vote.

ARTICLE IX COMMITTEE CHAIRS

Section 1 Committee Chairs

A The Committee Chairs shall consist of all chairs of designated standing and Special Representative Committees. All members may cast a vote at Committee Chair meetings.

B Attendance at Committee Chair meetings is required, or an appropriate spokesperson named.

Section 2 The Standing Committee shall be:

A Membership Committee shall consist of a chairperson and as many people as necessary to fulfill its duties. The duty of the committee shall be to encourage all parents of children in the school to become members of the Organization and to welcome new families to Manoa School throughout the school year. It shall further be the duties of this committee to maintain an accurate list of all members of the Organization and to collect all dues and turn them over to the Treasurer.

B Fund Raising Committee shall consist of the Event Chair (or Co-Chairs), Sub-Committee Chairs, and interested Manoa Parents. The duty of the committee shall be to lead the Board in efforts to raise money and services needed to carry out the mission of the Organization. The committee shall also work cooperatively with the President and Treasurer with accounting for receipts and disbursements for events.

C Budget Committee shall consist of the Executive Board and chaired by the Treasurer. The duty of the committee shall be to prepare a proposed budget for the year, based upon present funds available, estimated income, and set disbursements for the fiscal year, which will run from September 1st – August 31st. A copy of the proposed budget shall be presented for approval by the Board at its September meeting. Said budget shall remain operative until the closing of the books (August 31st).

D Audit Committee shall consist of the incoming treasurer and one other board member, or any two other people as appointed by the President. Their responsibility shall be to complete an audit to be submitted at the first executive meeting of the new school year at a minimum, or at any time as directed by the Executive Board.

E Various Program Committees (e.g. Assemblies, Variety Show). The duties of these committees shall be to arrange in cooperation with the principal, activities throughout the year which would enrich the cultural life of Manoa students while operating within the event guidelines and annual budget.

F Various Publicity committees (e.g. Directory, Website, Facebook, Newsletter). The duty of these committees shall be to publicize in a positive way the regular activities of the Manoa students and the Organization.

G Other Committees as approved by the Executive Board.

Section 3 Special Representative Committees shall be established to act as liaisons between the Manoa Parent Teacher Organization and:

- a) Intra-District Council
- b) School Board
- c) Teacher Representative
- d) Others as approved by the Executive Board

Section 4 The outgoing Executive Board members and Committee Chairs must submit a written report detailing their responsibilities to the new Board members and/or new Committee Chairs

who will assume these same positions. This will be done at the last regular board meeting, which shall include members of the incoming board as well as the outgoing. The exception to this shall be the responsibilities of certain committees, which should continue until the last day of the school year. These committees shall be designated by the President and shall be submitted to the new President.

ARTICLE X MEETINGS

Section 1 A minimum of three (3) general meetings of the Organization shall be held as approved by the Executive Board.

Section 2 A minimum of ~~two (2)~~ Committee Chair meetings shall be held each year. At least two weeks written notice shall be given. At all meetings of the Committee Chairs, twelve (12) members shall be considered a quorum.

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Section 3 Special meetings of the Organization may be called by the President or majority of the Executive Board whenever either thinks it necessary or advisable. These meetings may be held at such times and such place as the President or the Board, as the case may be, shall decide.

Section 4 Agenda. Any item for inclusion on the agenda should be submitted to the President at least two (2) days prior to the Board meeting.

Section 5 At all general meetings of the Organization, twenty-five (25) members shall be considered a quorum.

Section 6 In cases of dispute about proceedings of any meeting, Robert's Rule of Order shall be consulted for their resolution.

ARTICLE XI AMENDMENTS

The Constitution and By Laws may only be amended and revised by two-thirds vote of the members of the Organization present and voting at any meeting, provided written notice of the proposed amendment has been given at least two (2) weeks prior to said general meeting.

ARTICLE XII DISSOLUTION

Manoa Parent-Teacher Organization shall be dissolved and its business wound up upon the occurrence of (i) the closure of Manoa Elementary School, or (ii) by a two-thirds vote of the members. In the event of the dissolution of Manoa PTO., all outstanding obligations and liabilities of Manoa PTO shall be satisfied. Upon dissolution of this Organization, any remaining assets and/or funds shall be contributed to the Haverford Education Foundation, a 501(c)(3), provided that the Haverford Education Foundation is in existence at that time and qualifies for exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code, or

corresponding section of any future federal tax code. If Haverford Education Foundation is not in existence or does not qualify for exemption under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, remaining assets and/or funds 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, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Signed by _____
President

Signed by _____
Treasurer

Adopted articles _____, 2022
Amended April 27, 2022

