

(Manoa PTO)  
MANOA PARENT-TEACHER ORGANIZATION  
CONSTITUTION AND BY-LAWS

**ARTICLE I  
NAME**

The name of this organization shall be the Manoa Parent-Teacher 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 (“Manoa 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 noncommercial, nonsectarian, and nonpartisan. 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 be not seek to direct the administrative activities of the school or to control its policies.

**Section 3** This Organization may cooperate with other organizations and agencies active in child welfare, such as conference groups coordinating councils, provided they make no commitments, which bind their member groups.

#### **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 recording secretary, and a treasurer.

**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 at the end of the school year.

**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 years.

**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.

## **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, Board and Executive Committees, Special Committees, and Special Representatives. The President shall be an ex-officio member of all committees of the association, except the nominating committee. 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.

**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 program portion of the Organization meetings.

**Section 3** The Second Vice President shall be the Principal who will represent the school administration at all meetings of the Organization and administer the principal's discretionary fund.

**Section 4** The duties of the Corresponding Secretary shall be to handle all correspondence of the Organization. The Corresponding Secretary shall inform Board members of all board meetings two weeks in advance. The Corresponding Secretary shall also chair the Recognition committee.

**Section 5** The Recording Secretary shall keep a true and accurate record of all the proceedings of the Organization, its Board and Executive Committee. Minutes of these meetings shall be distributed to all executive board members and posted no later than four weeks after the meeting.

**Section 6** 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.

## **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 office 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.

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

**Section 4** The officers shall be elected to 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.

There will be a stated deadline for all ballots to be returned, giving ample time for member response.

All officers will be determined by a majority vote of the ballots received in electronic ballot.

**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 COMMITTEE**

**Section 1** The Executive Committee 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 Committee 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 Committee shall be held at the call of the President of 2 (two) Executive Committee members. Notice shall be sent to all Executive Committee members.

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

## **ARTICLE IX EXECUTIVE BOARD COMMITTEE**

### **Section 1** Executive Board Committee

**A** The Executive Board will consist of all chairs of designated standing and Special Representative Committees. All members may cast a vote at Executive Board meetings.

**B** Attendance at Board meetings is required, or an appropriate spokesperson named.

### **Section 2** The Standing Committee shall be:

**A** Membership Committee which 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** Ways and Means Committee shall consist of a chairperson for each function deemed necessary by the board.

**C** Fund Raising Committee

**D** Budget Committee shall consist of the Executive Committee 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 July 1 through June 30. 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 (June 30).

**E** 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 Committee.

**F** Hospitality. The duty of this committee shall be to assume charge of all refreshments for the general meetings of the Organization.

**G** 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.

**H** 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.

**I** 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) Intradistrict Council
- b) School Board
- c) Teacher Representative
- d) Others as approved by the Executive Board

**Section 4** The outgoing Executive Board members and Board Chairpersons must submit a written report detailing their responsibilities to the new Board members 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 four (4) Executive Board meetings shall be held each year. At least two weeks written notice shall be given. At all meetings of the Executive Board, twelve (12) members shall be considered a quorum.

**Section 3** Special meetings of the Organization may be called by the President or majority of the Executive Committee whenever either thinks it necessary or advisable. These meetings may be held at such times and such place as the President or the committee, 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 X**

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**

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 September 16, 2014  
Amended July 28, 2016