

MANOA PARENT-TEACHER ORGANIZATION  
CONSTITUTION AND BY-LAWS  
Amended and Adopted February 21, 2023

**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](http://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](http://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.

**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 1<sup>st</sup>.

**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.

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.

**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 Nicole Bumbaugh  
President

Signed by Alena Alma  
Treasurer

Adopted articles \_\_\_\_\_, 2022  
Amended February 21, 2023