

Nitrauer Elementary School
Parent-Teacher Organization By-Laws
REVISION - *December 2021*

1. Article I - Name of Organization

- 1.1.** The name of this organization will be the Nitrauer Elementary School PTO (Nitrauer PTO), an independent organization established in 2012 to support the Nitrauer Elementary School located within the Manheim Township School District (MTSD) in Lancaster, Pennsylvania.

2. Article II – Objectives & Basic Policies

- 2.1.** Nitrauer PTO will focus on bringing Nitrauer families and staff together to create a better understanding and overall support of student education and school community at Nitrauer. These objectives will be maintained through various committees, projects, programs, and events outlined within this governing document.
- 2.2.** Nitrauer PTO is committed to partnering with Nitrauer Administration, teachers, faculty, and staff to support a high quality of education, maintain the atmosphere of learning, and developing a united effort to ensure every student will have the greatest advantages in physical, mental, and social education.
- 2.3.** Nitrauer PTO will be a continuous support to and of the Nitrauer Administration, faculty, and staff to ensure student safety as well as safe access to the Nitrauer building and grounds.
- 2.4.** Approval for direction of all PTO events, activities, and policies will rest with Nitrauer Administration.
- 2.5.** Nitrauer PTO may partner with Nitrauer faculty and staff to provide additional funds for materials, supplies, and/or other needs used solely to support educational programs, facility improvements, and learning environments. These financial supplements will occur only as the Nitrauer PTO Annual Budget may allow.
- 2.6.** Nitrauer PTO will use various means of communication to connect with all Nitrauer families to ensure every member is an informed participant in matters relating to the support of this Organization and its by-laws.
- 2.7.** Nitrauer PTO will function as a non-commercial, non-sectarian, and non-partisan organization. Funds received by Nitrauer PTO from either a nonprofit or commercial organization will not constitute an endorsement of that organization.

3. Article III - Inclusion

3.1. Enrollment

- 3.1.1.** Families of children attending Nitrauer as a regular, full-time student receive automatic membership in the Nitrauer PTO. This includes students who are in grades K through 4 and who attend the Manheim Township Virtual Academy.
- 3.1.2.** Involvement in Nitrauer PTO is available without regard to age, race, color, creed, gender, country of origin, disability, marital status, immigration status, sexual orientation, or religion.

3.2. Member Participation

- 3.2.1.** There are no annual dues for Nitrauer PTO members or families. Nitrauer PTO may request voluntary donations to Nitrauer Elementary in support of the ongoing Nitrauer PTO activities. The choice to make a donation, as well as the amount of the donations will be made by each individual family. All financial records of donations, etc. will be maintained by the elected Nitrauer PTO Treasurer(s).
- 3.2.2.** Nitrauer PTO Members will have various opportunities to support the objectives of this organization. Members may choose to serve within an array of options which include, but are not limited to, attending and participating in Nitrauer PTO meetings, serving on a committee, serving as a coordinator for a committee, etc.
- 3.2.3.** Nitrauer PTO members will follow all MTSD guidelines as stated in the “District Volunteer Guidelines” when participating in any volunteer capacity at any Nitrauer and/or Nitrauer PTO events.

3.3. Voting Rights

- 3.3.1.** Parents/ guardians of Nitrauer students will have automatic voting rights for electing officers to the Nitrauer PTO Executive Board, as well as voting action agenda items at Nitrauer PTO meetings.
- 3.3.2.** Each individual of the Nitrauer PTO will have one vote to cast. Voting may take place by oral, written, or online vote.

4. Article IV - Nitrauer PTO Executive Board

4.1. Nitrauer PTO Executive Board Members

- 4.1.1.** Nitrauer PTO will be governed by the elected members of the Nitrauer PTO Executive Board, (Executive Board), which will consist of, at a minimum, a President, Vice President, Secretary, and Treasurer.

4.2. Election and Term of Office

- 4.2.1.** Elected Nitrauer PTO Executive Board Officers are President(s), Vice President(s), Secretary (ies), and Treasurer(s), with individuals acting equally in their role, including voting rights.
- 4.2.2.** Nitrauer PTO Executive Board Officers will serve for two consecutive years, as long as they remain parents/ guardians of Nitrauer students. If there are no nominees for a position on the Nitrauer PTO Executive Board, returning parents/ guardians may remain in office for 2 years, or as long as they remain parents/ guardians of a student in Nitrauer.
- 4.2.3.** An election will be held annually at the final General Membership meeting of this organization to fill the positions of members leaving Nitrauer or who have resigned from office.
- 4.2.4.** If more than two candidates have been nominated for an open position on the Nitrauer PTO Executive Board, a vote will be conducted by written or online ballot with all members present. The nominee with a majority of votes will be elected to serve the chosen position on the Nitrauer PTO Executive Board.

4.25. Nitrauer PTO Executive Board Officers will assume their official responsibilities for the duration of one school year, which begins on July 1 and ends on June 30 of the next year, and after any remaining responsibilities can be fulfilled.

4.26. In the event Nitrauer PTO fails to fill an officer position or positions by the final General Membership meeting of the school year, the position may be filled during the following school year as an applicant is identified.

4.3. Search Committee

4.3.1. The Nitrauer PTO Executive Board will serve as the Search Committee for new Executive Officer positions.

4.3.2. Each Spring, the Nitrauer PTO Executive Board will send out communication seeking parents/ guardians who would be interested in serving on the Nitrauer PTO Executive Board the following year.

4.3.3. The Nitrauer PTO Executive Board will communicate with those identified. In the event more than two people are interested in the same open position, the Nitrauer PTO Executive Board will conduct a vote for all members present at the last General Membership meeting of the school year to fill the position.

4.4. Removal and Vacancy

4.4.1. A vacancy in any office because of resignation, removal, death, or otherwise will be filled by the Nitrauer PTO Executive Board for the unexpired portion of the term.

4.4.2. Should any Nitrauer PTO Executive Board Officer not be able to continue serving, the position may be filled within the existing Nitrauer PTO Executive Board until an officer for the position can be secured. Replacement officers will be appointed by the Nitrauer PTO Executive Board.

5. Article V - Nitrauer PTO Executive Board Officer Responsibilities

5.1. The Nitrauer PTO Executive Board will-

5.1.1. Have the desire to serve Nitrauer PTO, Nitrauer, and its students all while understanding and adhering to this organization's objectives and by-laws.

5.1.2. Act wisely on behalf of the Nitrauer PTO by adhering to these by-laws and the objectives of this organization while conducting business between General Membership meetings.

5.1.3. Be expected to attend Nitrauer PTO Executive Board and General Membership meetings as well as operate in goodwill on behalf of Nitrauer PTO.

5.1.4. Present report(s) during each General Membership meeting of this organization.

5.1.5. Create and approve the working plans of all Nitrauer PTO committees

and committee coordinators.

- 5.16.** Hold additional meetings regularly during the school year. These meetings may be called by a President or by a majority of the Nitrauer PTO Executive Board members.
- 5.17.** Meet with Nitrauer Administration during the summer break to set meeting dates, review activities proposed by Coordinators, and make recommendations regarding the scheduling of those activities for the upcoming school year.
- 5.18.** Perform responsibilities as outlined within these by-laws and those specifically assigned on an as-needed basis.
- 5.19.** Deliver all official Nitrauer PTO materials to their successors within two weeks of the June 30th Nitrauer PTO Executive Board Officer term date. All notes and timelines regarding specific activities will be included with these materials, whenever it is possible.
- 5.110.** Notify the President(s) in advance if they will be absent from any scheduled Nitrauer PTO meetings, whether General Membership or Nitrauer PTO Executive Board meetings. Should an Nitrauer PTO Executive Board Officer be absent from any of the scheduled Nitrauer PTO meetings, it is expected that they provide an update to the President(s) prior to the start of the meeting.
- 5.111.** Vote for approval of the final Nitrauer PTO budget prior to the first General Membership meeting of the school year.
- 5.112.** When the Nitrauer PTO Executive Board votes, votes may be cast via in-person, virtual, or via email. A non-unanimous email vote will require an in-person or virtual meeting to finalize approval.
- 5.113.** Present the approved budget and calendar for the new school year at the first General Membership meeting of that year.
- 5.114.** Approve expenditures within the limits of the budget.

5.2. President(s)(s)

- 5.2.1.** Nitrauer PTO President(s) will-
 - 5.2.1.1.** Preside at all meetings of this organization and of the Nitrauer PTO Executive Board as well as preparing each meeting's agenda. The President(s) will share the meeting's agenda with the Nitrauer PTO Executive Board at least one week prior to the General Membership meeting date.
 - 5.2.1.2.** Perform any other responsibilities which may be outlined in these by-laws or which are assigned to them by Nitrauer PTO throughout the school year.
 - 5.2.1.3.** Assist Nitrauer PTO Treasurer(s) with custody of all funds of this organization.
 - 5.2.1.4.** Serve as the primary contacts to the Nitrauer Principals and represent Nitrauer PTO at meetings of other groups as needed.

- 5.2.1.5. Serve as the primary points of contact for all Nitrauer PTO communication emails.
- 5.2.1.6. Serve as ex-officio members of all Nitrauer PTO committees.
- 5.2.1.7. Retain all records of Nitrauer PTO while in office and distribute these complete records to the succeeding President(s).

5.3. Vice President(s)

5.3.1. Nitrauer PTO Vice President(s) will-

- 5.3.1.1. Assist the President(s) as needed.
- 5.3.1.2. Perform the responsibilities of the President(s), should they be absent or unable to serve for any period of time throughout the school year.
- 5.3.1.3. Perform other role responsibilities which may be outlined in these by-laws or which are assigned to them by Nitrauer PTO throughout the school year.
- 5.3.1.4. Recommend any by-law revisions as needed.
- 5.3.1.5. Participate in Nitrauer PTO Executive Board meetings and provide input for discussions.

5.4. Secretary(ies)

5.4.1. Nitrauer PTO Secretary(ies) will-

- 5.4.1.1. Record the minutes of all Nitrauer PTO meetings as defined in “Article VII - Meetings” of these by-laws as well as forward copies of completed minutes to the Nitrauer PTO Executive Board within two weeks of the recorded meeting.
- 5.4.1.2. Maintain a current and correct written record of all Nitrauer PTO meetings as defined in “Article VII - Meetings” of these by-laws.
- 5.4.1.3. Hold a copy of the current Nitrauer PTO by-laws as well as a current Nitrauer PTO membership list to have available for any requesting members during any Nitrauer PTO meeting.
- 5.4.1.4. Serve as the primary organizers of all electronic files as well as maintaining current documents and records.

5.5. Treasurer(s)

5.5.1. Nitrauer PTO Treasurer(s) will-

- 5.5.1.1. Have custody of all Nitrauer PTO funds and serve as the primary contacts for all banking activities of Nitrauer PTO.
- 5.5.1.2. Present a proposed Nitrauer PTO budget at the first Nitrauer PTO Executive Board meeting, which occurs prior to the start of the new school year, for review, discussion, and approval.
- 5.5.1.3. Present a written and oral financial report at each Nitrauer PTO meeting as defined in “Article VII - Meetings” of these by-

laws.

- 5.5.1.4.** Disperse Nitrauer PTO funds in accordance with the current approved Nitrauer PTO budget, or with approval of the Nitrauer PTO Executive Board.
- 5.5.1.5.** Remove, count, and deposit all Nitrauer PTO monies including, but not limited to, event monies into the Nitrauer PTO bank account.
- 5.5.1.6.** Audit all invoices and receipts submitted for payment or reimbursement as well as ensure each request is in compliance with these by-laws and current Nitrauer PTO budget.
- 5.5.1.7.** Complete all financial updates as well as make a final year-end financial report at the first Nitrauer PTO General Membership meeting of the new school year. The completed year-end financial report will be submitted to the Nitrauer PTO Executive Board for review and approval at least two weeks prior to the first Nitrauer PTO meeting of the school year.
- 5.5.1.8.** At the March Budget Nitrauer PTO Executive Board Meeting and the pre-school year Nitrauer PTO Executive Board meeting, the Treasurer(s) will present a copy of the reconciled bank statement.

6. Article VI - Events/Committees

- 6.1.1.** Nitrauer PTO will host events throughout the year to benefit and support the ongoing efforts of this organization.
- 6.1.2.** Events will be planned and held by committee members, led by a coordinator, and supervised by the Nitrauer PTO Executive Board. All committees and coordinators must adhere to this organization's objectives and by-laws.
- 6.1.3.** Nitrauer PTO Executive Board will be responsible to authorize specific special events/activities committees as needed.
- 6.1.4.** Nitrauer PTO Executive Board will determine and approve all budget expenses and the committee is responsible for maintaining their approved budget.
- 6.1.5.** Nitrauer PTO Executive Board may establish and suspend such committees as determined by the current needs of Nitrauer and Nitrauer PTO. A vote of two-thirds of the Nitrauer PTO Executive Board is needed.

6.2. Committee Volunteer Terms of Service

- 6.2.1.** Each committee will be led by one or more volunteer chairperson who will work together as a team and may be asked to participate in Nitrauer PTO Executive Board meetings from time to time.
- 6.2.2.** No member of the currently established committees may exercise authority outside the approval of the Nitrauer PTO Executive Board.

- 6.2.3.** All committees are responsible to coordinate with the Nitrauer PTO Executive Board to communicate their plans and to receive approval from the Nitrauer Administration.
- 6.2.4.** All committees will coordinate with the PTO President(s) to send out information, flyers, email blasts, signups, etc. after they have been approved by the Nitrauer Administration.
- 6.2.5.** Committees or chairpersons will not secure any contract on behalf of Nitrauer PTO without the consent and signature of a Nitrauer PTO Executive Board Member.
- 6.2.6.** Committees or chairpersons will not secure any vendor contract on behalf of Nitrauer PTO without the consent of the Nitrauer PTO Executive Board and verification of vendors' business insurance.
- 6.2.7.** Committees or chairpersons will not partake in purchasing items not previously approved in the budget or raising funds on behalf of Nitrauer PTO without the prior approval and vote of the Nitrauer PTO Executive Board.

6.3. Vacancy

- 6.3.1.** Any vacancy within a committee, whether in a chairperson role or volunteer member(s) may be filled through the assistance of the Nitrauer PTO Executive Board. If a chairperson or the number of needed volunteer members cannot be secured, the Nitrauer PTO Executive Board will discuss temporary suspension of the committee as well as future involvement of the committee. This may include cancelling a Nitrauer PTO scheduled event, at any time, if a predetermined number of volunteers are not secured to ensure a safely managed event.

7. Article VII - Meetings

7.1. General Membership Meetings

- 7.1.1.** General Membership meetings will be scheduled during the school year, typically September through May. PTO meetings are scheduled by the Nitrauer PTO Executive Board and announced at the start of each school year. PTO meetings are open to all Nitrauer PTO members. Attendance is not required. Refer to the definition of membership within "Article III - Membership" in these by-laws.

7.2. Nitrauer PTO Executive Board Meetings

- 7.2.1.** Nitrauer PTO Executive Board meetings are open to all Nitrauer PTO Executive Board members as well as any invited Nitrauer PTO General Members.
- 7.2.2.** Nitrauer PTO Executive Board meetings can occur as often as needed, although the Nitrauer PTO Executive Board must meet prior to the start of the upcoming school year, typically August, to discuss the upcoming school year's calendar of events as well as in early Spring to determine any Nitrauer PTO

election and future needs.

- 7.2.3.** Minutes are recorded at each Nitrauer PTO Executive Board meeting and available upon request from any Nitrauer PTO member. Nitrauer PTO Executive Board meeting minutes will be available for review within two weeks of the actual meeting date.

7.3. Place of Meetings

- 7.3.1.** PTO meetings will typically take place within the Nitrauer building. The Nitrauer PTO Executive Board along with the Nitrauer Administration may hold virtual meetings online rather than, or in addition to, in-person meetings. Any changes in the meeting venue will be communicated as soon as possible, especially if weather conditions or an emergency situation should occur.
- 7.3.2.** Nitrauer PTO Executive Board meetings may take place within the Nitrauer building, or another location within the community feasible for conducting business, or virtually as needed.

8. Article VII - Nitrauer PTO Funds

8.1. Use of Funds

- 8.1.2.** Nitrauer PTO funds will be used for various programs, events, activities, and items which will directly benefit the students of Nitrauer. Funds may also be used to provide or assist in providing various Nitrauer improvements in which District funds do not or are not able to cover, with approval from the Nitrauer PTO Executive Board.

8.2. Income

- 8.2.1.** All funds raised by Nitrauer PTO must be documented and submitted to the Nitrauer PTO Treasurer(s) within ten days of receipt. All funds received by the Nitrauer PTO Treasurer(s) must be counted, rectified, and deposited into the Nitrauer PTO bank account.

8.3. Expenses

- 8.3.1.** Reimbursement for all Nitrauer PTO expenses will be made only after an accurate receipt(s) and properly completed Reimbursement Request Form is submitted directly to the Nitrauer PTO Treasurer(s) and are within the approved budgeted amount. Reimbursements will be made only after all receipts and forms have been audited, documented, and approved by Nitrauer PTO Treasurer(s). Questionable requests (including those that exceed the approved budget) will be referred to the Nitrauer PTO Executive Board for approval, otherwise a Nitrauer PTO Treasurer(s) will act on their authority to complete the reimbursement requests while including all information in the official Nitrauer PTO Financial Reporting.

8.4. Non-Budgeted Fund Requests

8.4.1. Monetary requests for non-budgeted items must be submitted to the Nitrauer PTO Executive Board for approval. All approvals of any non-budgeted monetary requests will be determined by a majority vote of the Nitrauer PTO Executive Board.

8.5. Non-Monetary Requests

8.5.1. Any non-monetary requests, such as donations for events and raffle prizes, will be completed in a manner which positively demonstrates the objectives of the Nitrauer PTO.

8.6. Reporting of Fund Use

8.6.1. An updated Nitrauer PTO Financial Report will be made available in written form at each General Membership meeting as well as at any requested Nitrauer PTO Executive Board meeting. Printed copies will be available for any Nitrauer PTO member during a PTO meeting. A copy of the updated Nitrauer PTO Financial Report will be kept and made available to any Nitrauer PTO member, at any time, if it is requested.

8.7. Line-Item Funds

8.7.1. At the end of each school year, all line-item funds are closed out and reallocated as part of the next year's budget with the exception of line-item Book Nook. The Book Nook funds shall remain with the Book Nook line-item in the budget and used for future Book Nook expenditures. These funds shall not be reallocated.

9. Article IX - By-law Amendments

9.1. These by-laws may be amended at any time by presenting a proposal, in writing, to the Nitrauer PTO Executive Board outlining all proposed changes at least fourteen days prior to a General Membership meeting. Proposals will be on display, as well as posted at a designated place, for all members to view and consider. A two-thirds affirmative vote of all members present at the following regularly scheduled General Membership meeting is required to adopt the amendment.

10. Article X - Disbursement of Funds

10.1. In the event of a dissolution of Nitrauer PTO, the current members of the Nitrauer PTO Executive Board will vote to approve the distribution of any remaining funds. These funds will be directly disbursed to the Student Activity Fund.