**Woodward Elementary**

**Parent Teacher Organization**

**Bylaws**

**Article I – Name**

The name of the organization shall be the Laura Woodward Elementary PTO.

**Article II – Purpose**

The organization is established for the purpose of supporting the education of children at Laura Woodward Elementary by fostering relationships among the administration, parents, and teachers; to aid students by providing support for their educational and recreational needs. This purpose will be met through volunteerism and fundraising.

**Article III – Basic Policies**

**Section 1.** This organization will be noncommercial, nonpartisan and nonsectarian.

**Section 2.** The name of the organization of the names of any members in their official capacities shall not be used in connection with any commercial concern, any partisan interest, or any party not appropriately related to the promotion of the purpose of the organization.

**Section 3.** The organization shall cooperate with the school and school district to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control their policies.

**Section 4.** The organization may cooperate with other organizations and agencies concerned with child welfare but persons representing the organization in such matters shall make no commitments that bind the organization.

**Section 5.** The fiscal year of the organization shall be July 1st through June 30th.

**Section 6.** Each Executive Office and Committee Chairperson shall maintain accurate records and deliver said records to his/her successor within ten days of the close of the school year.

**Section 7.** A copy of these bylaws shall be included in the main files of the organization and will be made available to any member upon request.

**Section 8.** The membership list of the organization shall not be given out or sold to any outside interests.

**Section 9.** Executive Board members have an obligation to attend all Executive Board meetings and general PTO meetings as well as attend and participate in all PTO events. Executive Board members shall notify the President or Secretary when unable to attend.

**Article IV – Membership**

All parents and/or legal guardians of students who are currently enrolled at Laura Woodward Elementary and all current faculty and staff of Laura Woodward Elementary are members in the organization. Members shall have the right to attend and participate in all meetings and activities of the organization and shall have the right to vote on all issues before the membership, to elect officers and to hold office. There are no dues to obtain membership in the organization.

**Article V – General Meetings**

**Section 1.** Regular meetings of this organization shall be held at least six times during the school year. Meetings will be conducted on the second Tuesday of each month as established by the school district. A regular meeting shall be held in September to approve the budget and introduce the program for the upcoming school year. An annual meeting shall be held in May for election of officers and to determine the program agenda for the upcoming school year.

**Section 2.** Special meetings may be called by the Executive Board with sufficient prior notice being given.

**Section 3.** Meeting procedures will follow regulations set forth in Robert’s Rules of Order.

**Section 4.** The Executive Board and Committee Chairs shall be prepared to present an oral report at any of the general meetings. The following members shall be prepared to submit a written report as each meeting: Secretary, Treasurer.

**Section 5.** The quorum shall consist of those members present.

**Section 6.** The privilege of holding office, introducing motions, debating and voting shall be limited to members of the organization. These rights are further limited to attending members.

**Article VI – Officers and Elections**

**Section 1.** The Executive Board shall consist of those persons holding the office of President, Vice-President, Secretary, Treasurer and School Principal.

**Section 2.** Term of office shall be a two year term renewable for an additional year upon the desire of the current officer. No person shall serve more than two consecutive terms in the same office without the consent and approval of the other Executive Board members. No person employed by the Delaware City School system on a full time basis shall serve on the Executive Board, with the exception of the School Principal and Treasurer.

**Section 3.** A nominating committee shall consist of one current Executive Board member, one member at large and the School Principal. The committee shall submit their slate of nominees at least one month prior to the election. All members nominated must be present at nomination meeting to accept the nomination. Additional floor nominations may be made at this time.

**Section 4.** The election of officers will be held at the annual May meeting. Any office that is uncontested may be held by voice vote. If contested, a vote for an office will be by written ballot.

**Section 5.** Elected officers, with the exception of the Treasurer, shall assume their duties at the close of the annual meeting in May. The treasurer shall assume duties upon the close of the fiscal year June 30th.

**Section 6.** The Executive Board shall fill vacancies occurring during the year by a majority vote of the Executive Board. In case of a vacancy of the office of President, the Vice-President shall assume the office. The Executive Board, at their discretion, shall appoint a Vice-President.

**Section 7.** Officers can be removed from office due to dereliction of duty by a majority vote of the Executive Board.

**Section 8.** Nominees to the office of President must be an active, attending member attending a minimum of sixty percent of the annual regular meetings.

**Article VII – Duties of the Officers**

**Section 1.** The President shall preside over and establish the agenda at all meetings of the organization and the Executive Board. The President shall serve as the primary contact for the principal, represent the organization at meetings outside the organization, shall appoint Standing Committees, serve as an ex-officio member of all committees and shall coordinate the work of all the officers and committees so that the purpose of the organization is served. The President shall attend and participate in all major PTO events

**Section 2.** The Vice-President shall act as aide to the President; help organize and coordinate special projects deemed appropriate by the organization, perform the duties of the President in the absence of the officer, shall be an ex-officio member of all committees and assist any committee that is in need of help; shall preform other duties that may be delegated to him or her. The Vice-President shall attend and participate in all major PTO events.

**Section 3.** The Secretary shall record the minutes of all meetings of the organization and the Executive Board. The Secretary shall report any correspondence received pertaining to the organization and make appropriate response; shall also record in the permanent record any such correspondence. He or she shall perform such other duties that may be delegated to him or her. The Secretary shall attend and participate in all major PTO events.

**Section 4.** The Treasurer shall maintain all funds for the organization, as well as accurate accounting of all expenditures and receipts, in accordance with the approved annual budget and the existing state laws regulating PTO organizations, as authorized by the organization, Executive Board or special committee. The Treasurer shall present a written financial statement listing all receipts and disbursements, along with copies of supporting bank statements as needed, at every meeting of the organization and when requested by the Executive Board; shall reimburse for expenditures pre-approved through regular and normal budget channels as outlined in Section 4, Article VIII and shall monitor committee expenditures to ensure each committee is operating within set budget. The Treasurer shall attend and participate in all major PTO events.

**Article VIII – Executive Board**

**Section 1.** The Executive Board shall consist of the officers, principal, and standing committee chairs.

**Section 2.** The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, 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.

**Section 3.** Regular meetings shall be held monthly, 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.

**Article IX – Committees**

**Section 1.** Standing and Special Committees shall be created by the Executive Board to promote the purpose and interests of the organization.

**Section 2.** The Chair of each Standing Committee shall be appointed, with consent, by the President. The Chair’s term shall run concurrent with the Executive Committee’s term unless specifically noted otherwise. In such cases, Chair’s term will expire once the committee’s work is completed for the year.

**Section 3.** The Chair of each Standing Committee shall consult with the Executive Board in the formulation of all plans and programs and shall render to the Secretary at the expiration of the Chair’s term all records and materials pertaining to the function of the committee.

**Section 4.** Special Committees may be appointed or deleted by the President with the approval of the Executive Board.

**Section 5.** The President and School Principal shall be ex-officio members of all committees.

**Article X – Finances**

**Section 1.** A tentative budget shall be drafted in the late summer/early fall for each school year and approved by a majority vote of the members present.

**Section 2.** The Treasurer shall keep accurate records of any disbursements, income, and bank account information.

**Section 3.** The board shall approve all expenses of the organization.

**Section 4.** Two authorized signatures shall be required on each check. Authorized signers shall be the President, Vice-President, Treasurer, and Secretary.

**Section 5.** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

**Section 6.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership’s approval, spent for the benefit of the school.

**Section 7.** The fiscal year shall coordinate with the school year.

**Article XI – Amendments**

**Section 1.** The bylaws may be amended at any regular meeting of the organization by a majority vote of the members present at voting, providing that notice of the proposed amendment shall have been given to the general membership one month in advance of said meeting.

**Section 2.** The bylaws shall be revised as necessary and reviewed every three years by a committee appointed by the Executive Board. Any revisions will be presented at a monthly meeting, with voting for acceptance of the bylaws at following monthly meeting. A majority vote of members present shall rule.

**Article XII – Dissolution**

Upon the dissolution of the organization, the Executive Board shall, after paying or making provision for the payment of all liabilities of the organization, dispose of all assets of the organization. Said disbursements will be made exclusively for educational purposes and organizations, as qualify under Section 501(c) (3) of the Internal Revenue Code. Any remaining assets not so disposed shall be disposed of or by the Court of Common Pleas of Delaware County, Ohio.

**Signatures**

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PTO President Signature/Date

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PTO Vice-President Signature/Date

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PTO Secretary Signature/Date

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PTO Treasurer Signature/Date

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School Principal Signature/Date

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Date of Revision

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Date Bylaws Approved by Membership