

# Hopewell Junior School PTSO Bylaws

Revised 9/8/2018

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# Parent-Teacher-Student Organization Bylaws (revised 9/8/18)

## ARTICLE I – NAME, DESCRIPTION, PURPOSE, & MISSION

**Section 1: NAME** – The name of the organization shall be Hopewell Junior School Parent-Teacher-Student Organization also referred to as HJS PTSO. The HJS PTSO is located at Hopewell Junior High School, also referred to as HJS, 8200 Cox Road, West Chester, Ohio.

**Section 2: DESCRIPTION** – The HJS PTSO is a non-profit organization that exists to support the education of students at Hopewell Junior High School and qualifies as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code.

**Section 3: PURPOSE** – The purpose of the HJS PTSO is to enhance and support the educational experience at Hopewell Junior High School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Hopewell Junior High School through volunteer and financial support.

**Section 4: MISSION** – The mission of the HJS PTSO is to support academic excellence and active student engagement, so that all students may achieve to their fullest potential. This is achieved by supporting the administration, staff, students, and student families during the year through activities which help enrich the school environment and the student's experience at Hopewell Junior High School.

## ARTICLE II – MEMBERSHIP

**Section 1: MEMBERS** - Membership into HJS PTSO shall be made available to those interested in supporting the purpose and mission of HJS PTSO. This includes, but is not limited to, any parent or legal guardian of an attending HJS student as well as to current staff members of HJS.

**Section 2: DUES** – The Executive Committee will determine if annual dues paid to the organization are required for membership. Whether or not to charge such dues is subject to change. If dues are to be collected, the amount of dues will be decided by the Executive Committee, through majority vote, prior to the start of the school year. Individual dues may be waived if deemed necessary, through majority vote, of the Executive Committee.

**Section 3: PRIVILEGES** – The privilege of holding office, introducing motions, and voting shall be limited to members of the HJS PTSO in good standing. The privilege of debating an issue or motion shall be open to all persons present at meetings.

### **ARTICLE III – PTSO BOARD AND ELECTIONS**

**Section 1: BOARD MEMBERSHIP** - The PTSO Board shall consist of the following list of elected officers.

PTSO Board (Elected Officers):

- A. President
- B. Vice President
- C. Administration Vice President (School Principal or designee)
- D. Recording Secretary
- E. Treasurer
- F. District Parent Council Representative 1
- G. District Parent Council Representative 2

With the exception of District Parent Council Representatives, officer positions can be shared between two people if elected as such. Each individual holding an officer position or co-position may have one vote.

**Section 2: BOARD ELECTED TERM OF OFFICE** – With the exception of Treasurer, the term of office for all officers is one year, beginning immediately upon election, and ending upon officer elections the following school year.

The Treasurer shall serve, beginning immediately upon election, through the end of the following fiscal year including the closing and auditing of annual fiscal records after June 30. Between the election and the end of the current fiscal year, two treasurers will share the duties, until the close of the fiscal records.

With the exception of Administration Vice President, elected officers are limited to two consecutive terms. Exceptions can be made annually by unanimous vote of the PTSO Board.

**Section 3: BOARD QUALIFICATIONS** – Any HJS PTSO member in good standing may hold a position on the PTSO Board.

#### **Section 4: DUTIES OF BOARD POSITIONS**

PRESIDENT – The president shall preside at General PTSO meetings and Executive Committee meetings, serve as the official representative of the PTSO, serve as the primary contact for the principal, and retain or cause to retain all official records of the PTSO. The President shall perform duties as prescribed in these bylaws or assigned by majority vote of the Executive Committee. The President shall oversee all duties of the PTSO Board including the creation of standing committees, appointing of chairs of such committees, and presiding over the work of these committees.

VICE PRESIDENT – The Vice President shall oversee the committee system of the PTSO and act as an aide to the President. The Vice President shall perform the duties of the president in the absence or inability of that officer to act. The Vice President shall perform other duties as assigned by majority vote of the Executive Committee.

ADMINISTRATION VICE PRESIDENT – The Administration Vice President position is held by the Principal or their designee and shall support the PTSO by serving as liaison between the PTSO and staff of HJS.

RECORDING SECRETARY – The Recording Secretary shall record, distribute, and hold minutes of all Executive and General PTSO meetings as well as other duties as delegated through majority vote of the Executive Committee.

TREASURER – The Treasurer shall serve as custodian of the PTSO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, hold all financial records during their term, and submit all records to the President at the completion of their term. These duties are further defined as:

- A. The treasurer shall have the custody of the funds of the HJS PTSO and shall keep a full and accurate account of receipts and expenditures, and shall make disbursements as authorized by the Executive Committee.
- B. The treasurer shall present a financial statement at every meeting of the HJS PTSO and at other times when requested by the Executive Committee or members.
- C. The treasurer's term of office shall coincide with the fiscal year, July 1-June 30, and/or when HJS PTSO accounts have been audited and closed for the year with the exception of when a new Treasurer has been elected to serve the following school year. In that case, both the outgoing and incoming Treasurers will coordinate efforts to transition the accounts from one to the other.
- D. The treasurer's accounts shall be examined annually by an auditor, who, satisfied that the treasurer's annual report is correct, shall sign a statement of the fact at the end of the report. The auditor shall be appointed by the Executive Committee.

DISTRICT PARENT COUNCIL REPRESENTATIVES – The District Parent Council Representatives shall represent HJS at all functions of the District Parent Council including, but not limiting to, attending District Parent Council meetings and promptly reporting back to the Executive Committee information obtained at such meetings.

**Section 5: ELECTION OF BOARD** – Procedures for the election of PTSO Board shall include:

- A. Nominations shall be sought annually for individuals who wish to run for HJS PTSO elected positions.
- B. Only the persons who have signified their consent to serve, if elected, shall be nominated for or elected to office.
- C. Only members of the HJS PTSO in good standing as of the election date will be eligible to vote. Members are allowed one vote per household.
- D. A candidate receiving the majority vote of eligible members present will be the winner. If there are more than two candidates, and neither receives a majority, there will be a run-off vote between the top two.
- E. All elementary schools which feed into HJS shall be contacted for prospective nominees.
- F. The election of officers shall be held at the April PTSO General meeting unless otherwise decided by the Executive Committee.
- G. Each person elected shall hold only one board position at a time.
- H. Voting must be done by paper ballot if more than one person is running for the same position.
- I. In the event that no person holds a position, the President shall assume that position's duties until the position is filled.

**Section 6: BOARD OFFICER REMOVAL** – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Committee.

**Section 7: BOARD OFFICER VACANCY** – If a vacancy occurs on the PTSO Board, the Executive Committee, by majority vote, shall appoint a PTSO member to fill the vacancy, for the remainder of the officer's term.

## **ARTICLE IV – STANDING COMMITTEES**

**Section 1: Committee Creation** - The Executive Committee may create standing committees at any time as it may deem necessary to promote goals and carry on the work of the organization.

Each committee is to be led by a single committee chair. The chair position of each standing committee may not be shared between two people unless allowed by unanimous vote of the PTSO Board.

Current standing committees are:

- A. Academic Excellence
- B. Eighth Grade Dance
- C. Hospitality
- D. Fundraising
- E. Restaurant Fundraising
- F. Success Breakfast
- G. Membership/Directory
- H. Community Service Fair
- I. Project ID
- J. Staff Representative

**Section 2: Committee Chair Term** - The term for each standing committee chair shall be one year or until a new chair is appointed, whichever is sooner.

**Section 3: Committee Contracts** - All members of PTSO entrusted with coordinating projects are required to obtain approval of any contract before committing PTSO funds. Each contract will require the signature of the Chair of the project as well as the signature of the President or his/her delegate.

**Section 4: Committee Duties** - The chair of each standing committee shall present a plan of work to the Executive Committee for approval. No standing committee shall work without the consent of the Executive Committee. All chairs shall maintain a file of timelines and guidelines that indicate their responsibilities for the project or role to be submitted annually at the conclusion of the project or term in office.

## **ARTICLE V – EXECUTIVE COMMITTEE**

**Section 1: DEFINITION OF EXECUTIVE COMMITTEE** - The PTSO Executive Committee shall consist of the PTSO Board and standing committee chairs.

**Section 2: DUTIES OF EXECUTIVE COMMITTEE** – The duties of the PTSO board shall be:

- A. To transact necessary business in the intervals between HJS PTSO meetings and such other business as may be referred to the HJS PTSO. This may be done via Executive Committee meetings in person or electronically or through other means as agreed upon by the PTSO Board.
- B. To approve an annual budget.

- C. To create standing committees and to appoint chairs of such committees.
- D. To approve the plans of work of the standing committees.
- E. To annually appoint an auditor to audit the treasurer's accounts.
- F. To fill vacancies, by majority vote, to elective positions.
- G. To approve, by majority vote, unbudgeted expenditures that exceed \$100.

**Section 3: EXECUTIVE COMMITTEE MEETINGS** – The Executive Committee shall meet monthly during the school year or at the discretion of the President. Executive Committee meetings may be in conjunction with, or in addition to, General PTSO meetings. Special meetings may be called by any member of the Executive Committee. Meetings may be held in person, by email, by phone, or any other means as agreed upon by majority vote of the Executive Committee.

**Section 4: EXECUTIVE COMMITTEE VOTING** – Each member of the Executive Committee has one vote.

## **ARTICLE VI – MEETINGS**

**Section 1: GENERAL PTSO MEETINGS** – General HJS PTSO meetings shall be held to conduct the business of the PTSO. Meetings shall be held monthly during the school year or at the discretion of the Executive Committee. General PTSO meetings may be in conjunction with, or in addition to, Executive Committee meetings as defined in Article V.

**Section 2: VOTING** – Each member in attendance at a PTSO meeting is eligible to vote with one vote per household. Absentee or proxy votes are not allowed.

**Section 3: QUORUM** – The number equal to the majority of PTSO Board members shall constitute a quorum the purpose of voting during General PTSO meetings.

## **ARTICLE VII – FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** - The fiscal year of the PTSO begins July 1 and ends June 30 of the following year.



**Section 2: BANKING** - All funds shall be kept in a checking account in the name of Hopewell Jr PTSO and held at a federally insured local financial institution.

**Section 3: REPORTING** - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTSO must arrange an independent review of its financial records each year.

**Section 3: ENDING BALANCE** - The organization shall leave a minimum of \$3,500.00 in the treasury at the end of each fiscal year.

**Section 4: CONTRACTS** - Contract signing authority is limited to the President or the President's designee.

**Section 5: PAYMENT AUTHORIZATION** – All payments made from the PTSO checking account shall be authorized by the completion of a Payment Authorization Form that includes the signature of the chair of the committee member responsible for the budget line item, as well as the President.

**Section 6: PAYMENT OF SALES TAX** – The HJS PTSO is a Tax-Exempt organization and is not responsible for paying for or reimbursing for the payment of sales tax of items purchased for the organization.

## **ARTICLE VIII - GENERAL POLICIES**

The following are general policies of this organization:

- A. The organization shall be non-commercial, non-sectarian and non-partisan.
- B. The name of the organization or the names of any members in their official capacities, shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the goals of the organization.
- C. The organization shall not – directly or indirectly – participate or intervene in any way, (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for any public office.

- D. The organization shall work with the schools to provide quality education for all students, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make the decisions has been delegated by the people to the Boards of Education.
- E. The organization may cooperate with the other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.

## **ARTICLE IX - ARTICLES OF INCORPORATION**

(The listing is included here as required by the IRS.)

Purpose for which corporation is formed:

- A. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- B. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of the propaganda, or otherwise attempting to influence legislation, and the publishing or distribution of statements, any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of the documents, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt for federal income tax under section 510(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- C. Upon the dissolution of the organization, assets 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. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE X – BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any PTSO member. Amendments presented at a PTSO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws, assuming a quorum is present.

## **ARTICLE XI - DISSOLUTION**

In the event of dissolution of the PTSO, any funds remaining shall be donated to a 501(c) (3) tax-exempt organization or Hopewell Junior High School as approved by 2/3 vote at a General PTSO meeting, assuming a quorum.

**These bylaws were adopted on \_\_\_\_\_.**