

**Granger Parent – Teacher Organization  
Granger Elementary School  
Granger Township, Ohio  
Bylaws**

Developed: June, 2004

Reviewed: April, 2006

Revised May, 2007

Revised December, 2007

Revised April, 2010

**Article I: Name**

The name of the association shall be the Granger Elementary Parent-Teacher Organization (hereinafter called the organization).

**Article II: Articles of Organization**

This organization exists as an unincorporated association of its members. These bylaws shall be deemed to be the articles of organization and may be amended from time to time. These bylaws shall govern. A copy of these bylaws shall be kept in the school office at all times and online on the district's website, accessible to all.

**Article III: Objectives**

The objectives of this organization shall be:

- A. To promote the welfare of children in home, school and community.
- B. To foster communication and develop united efforts among teachers, parents, administrators, elected school officials and community in order to secure for every student the highest advantages in physical, mental and social education.
- C. To promote educational and informative programs.
- D. To identify, organize and promote volunteer opportunities to support school activities and to enhance the efforts of the staff through involvement of the talents and resources of the parents.
- E. To provide financial assistance for activities, services and materials beyond that provided by the district in accordance with accepted school policy and adhering to the objectives of the organization.
- F. To raise funds as required to supplement and enrich the educational experience and to fulfill the objectives of the organization.

**Article IV: Basic Policies**

A. This organization shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial, private, or non-profit enterprise, program or event, unless so supported by the Highland School District. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial, private, or non-profit concern or with any partisan interest, or for any purpose other than the work of the organization.

- B. 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 issue or any candidate for public office.
- C. This organization may, by majority vote of the Executive Board, endorse or oppose any issue proposed for public vote by the Highland Board of Education.
- D. This organization may cooperate with other organizations and agencies active in child welfare.
- E. The fiscal year for this organization shall begin on July 1 and end June 30.
- F. Monies raised through PTO fundraising efforts shall be placed in a general PTO account and budgeted into approved programs.
- G. A budget shall be prepared by the Executive Board and newly elected officers, and presented for review to the membership at its April general meeting, for approval at its May general meeting. A copy of the approved budget shall be distributed at the organization's May general meeting.
- H. Teachers, Principal and any individuals or committee may bring requests for monies to the PTO and will be decided on with majority vote. In the event it becomes necessary to authorize an expenditure not approved in the budget, the individual or committee must request to appear on the meeting agenda. Voting on the expenditure will occur at the next general meeting *only upon request by a member to table the request*. In that event, the Board shall consider such request, and determine the appropriate time for a vote, within its sole discretion. Authorizing spending in amounts exceeding \$200 may take place by majority vote of written ballots, at the discretion of the Executive Board.
- I. The President has the right to authorize spending up to \$200.00. Any Executive Board Officer has the right to authorize spending up to \$50.00. In the event it becomes necessary to authorize an expenditure that needs immediate consideration, the Officers on the Executive Board have the authority to approve, by majority vote, a request for monies, not to exceed \$800.00. Monies spent will be used to meet the objectives of the PTO.
- J. Said organization is organized exclusively for educational and charitable purposes, including , for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 © (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- K. 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 propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (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.

L. The Treasurer's accounts shall be examined annually by an Audit Committee or individual, both of which need to be independent of check signing authority. When satisfied that, to the best of his/her knowledge, the Treasurer's accounts are in order, the committee shall sign and date the books and repost its findings to the Executive Board. This audit shall be held at the end of the fiscal year.

M. Upon dissolution of the organization, all assets are to be distributed to Granger Elementary School. This organization is charitable under 501 (c) (3). If at the time of dissolution Granger Elementary School: 1. Ceases to exist, 2. Does not accept the distribution OR 3. Is not exempt under 501 (c) (3) at the time of dissolution, the assets shall then 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 with 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 purpose.

#### **Article V: Membership**

A. All parents/guardians with children enrolled at Granger Elementary School shall be members of this organization.

B. Members of the organization shall be eligible to serve in any of its elective or appointive positions. Candidates for elective offices shall have been members of the organization for one full school year before assuming an elected position.

C. The Principal of Granger Elementary shall automatically be a member of this organization. The Principal shall serve in an advisory role to the PTO and shall be a member of the Executive Board and shall appoint a teacher representative to the PTO to act as liaison between the PTO and staff. The Principal's Report shall appear as an agenda item.

#### **Article VI: Officers and Their Election**

A. The officers of this organization shall be President, First Vice President, Second Vice President, Third Vice President, Secretary and Treasurer.

B. Newly elected officers shall assume their duties July 1<sup>st</sup> after having completed a transition period from date of the election and shall serve for a term of one year. No officer shall serve for more than two consecutive terms in the same position, unless no qualified candidate can be found, and the officer wishes to continue in the post.

C. There shall be a nominating committee of up to five members with no more than two coming from the Executive Board.

D. The Nominating Committee shall select candidates for each office to be filled and shall report at the March meeting, at which time additional nominations may be made

from the floor. At this time the election will be held, if there is more than one nominee for a position. However, if there is but one nominee for any office it shall be in order to move that the Secretary cast the elective ballot of the organization for the nominee.

E. The following positions shall be bonded by the Organization: President, Treasurer, and five of the largest money handling people chairing a PTO committee.

### **Article VII: Duties of Officers**

A. The President shall preside at all meetings of the organization and at the Executive Board meetings. The President shall prepare a monthly meeting agenda which is to be published and posted prior to the meeting. The President is to create committees and appoint committee chairpersons as deemed necessary to carry out the objectives of the organization. The President shall participate in all financial decisions concerning the organization. The President shall work with the principal to oversee all PTO sponsored programs, activities and procurements. The President shall represent the PTO at necessary meetings and shall perform other duties as may be delegated to him/her.

B. The First Vice-President shall act as an aid to the President and shall perform the duties of the President in the absence of the President. The First Vice-President shall oversee all fundraising efforts sponsored by the organization and shall perform other duties as may be delegated to him/her.

C. The Second Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence of the President and the First Vice-President. The Second Vice-President shall coordinate the volunteer support for all the PTO sponsored programs, events, and activities. The Second Vice-President shall also oversee the informational binders of all the standing and special committees and shall perform other duties as may be delegated to him/her.

D. The Third Vice-President shall act as an aide to the Second Vice-President and shall perform duties of the President in the absence of the President, First Vice President and Second Vice President. The Third Vice-President shall coordinate the volunteer support for all in-school needs, including but not limited to lunchroom support, playground support, clinic support, and library support.

E. The Secretary shall keep an accurate record of all meetings of the organization and of the Executive Board Meetings, shall preside in the absence of the President and Vice Presidents and shall perform other duties as may be delegated to him/her.

F. The Treasurer shall have custody of all funds of the organization, shall keep a full and accurate account of receipts and expenditures and in accordance with the budget adopted by the organization, shall make disbursements as authorized by the President and Executive Board or membership of the organization. The Treasurer shall present a financial statement at every meeting of the Organization and at other times when requested by the Executive Board.

G. Attendance by officers at all meeting is recommended.

### **Article VIII: Meetings**

A. General meetings shall be held monthly at a time and date determined by the Executive Board.

B. Regular meetings of the Executive Board shall be held at least twice a year in May and August. The May meeting shall include newly elected and retiring officers.

C. Special meetings may be called by the President or any other member of the Executive Board.

D. The privileges of holding office, introducing motions, debating and voting shall be limited to current members.

### **Article IX: Executive Board**

A. The Executive Board shall consist of the current officers of the organization, the Public Relations Coordinator, and the Principal as Advisor.

B. The duties of the Executive Board shall be:

1. To transact business necessary to bringing about the objectives of the organization.
2. To present a report at the regular meetings of the organization.
3. To present a proposed budget at the April general meeting.
4. To approve a budget at the May general meeting.
5. To approve routing bills and allocate funds within the limits of the budget after consulting the treasurer.

C. The Executive Board shall communicate prior to the general PTO meetings to discuss business and the meeting agenda.

### **Article X: Committees**

A. Such committees shall be created by the President or the Executive Board as may be required to promote the objectives and interests of the organization.

B. The chairpersons of the committees shall be appointed by the President or a member of the Executive Board.

C. The term of office for a chairperson shall be at least one year, but not limited to one year.

D. The chairpersons of all committees shall make every effort to present plans of work to the Executive Board and no committee work shall be undertaken without the approval of the Executive Board. No changes to existing plans or policies shall also be made without prior approval of the Executive Board.

E. Any publications issued by a committee concerning the organization shall have the approval of one or more members of the Executive Board and be approved by the principal.

F. Chairpersons of committees shall be organization members and shall be in attendance at general meetings.

G. Chairpersons shall provide to the Treasurer, prior to the April Executive budgetary meeting, the anticipated expenditure amounts and projected income amounts necessary so as to be included in the budget for the following school year.

H. Chairpersons shall ensure that the committee makes every effort to stay within the budget established.

I. Chairpersons shall submit a description of their year's activities and responsibilities to the Executive Board at the April general meeting or at the conclusion of the committee's objective.

J. Chairpersons shall submit to the Second Vice President a list of all volunteers who worked on their project.

K. Chairpersons shall maintain complete and accurate records of standard operational procedures and other records of activities for each fiscal year and turn over such records to the succeeding chairperson or to the Second Vice-President.

L. The immediate past committee chairpersons and the incoming committee chairpersons shall all attend the last Executive Board Meeting to facilitate continuity. They shall work together in the spirit of cooperation to affect a smooth transition.

**Article XI: Parliamentary Authority**

Roberts Rules of Order newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws. Robert, H.M. (2000). Robert's Rules of Order Newly Revised. Cambridge, Mass: Perseus Publishing.

**Article XII: Amendment Procedure**

A. The bylaws may be amended at any Executive Board meeting of the organization by majority vote of the members present and voting, providing the amendment is not in conflict with the required articles prescribed in the bylaws.

B. A committee may be appointed by the President or the Executive Board to review and submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at an Executive Board Meeting.

C. These bylaws shall be reviewed every three years at minimum and date of review recorded.

D. Copies of these bylaws shall be given to all Executive Board members and shall be made available to all attending the September meeting or upon request by any member.