

BY-LAWS FOR THE HIGHLAND HIGH SCHOOL PARENT TEACHER ORGANIZATION

Instituted 6/1997

Revised 5/2003

Amended 9/4/1997

Amended 5/14/2007

Revised 9/12/1997

Reviewed 5/10/2010

Amended 10/13/1997

Revised 5/14/2012

ARTICLE I: NAME AND OBJECTIVE

Section 1 - The name of the organization shall be the Highland High School Parent and Teacher Organization, Highland Local School District, Medina County, Ohio, herein referred to, in these by-laws as HHS PTO.

Section 2 - The mission of the HHS PTO, a group of caring dedicated parents and teachers, is to facilitate communication, promote recognition and contribute support for our students, staff and parents by raising funds and encouraging a spirit of volunteerism.

ARTICLE II: BASIC POLICIES

Section 1 - This association shall be non-commercial, nonsectarian and nonpartisan. It shall not endorse a commercial enterprise. The name of the association or the names of any members in the official capacities shall not be used in any connection with a commercial concern. Said organization is organized for charitable and educational purpose, 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 tax code.

Section 2 - The association 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 public office, except those candidates seeking election to the Highland Local School Board or the Medina County School Board.

Section 3 - The association may, by majority vote of the Executive Board, endorse or oppose any Highland Local School Board issue proposed for a general vote.

Section 4 - The association may cooperate with other organizations and agencies active in child care.

Section 5 - In the event of dissolution of this association, the assets of the HHS PTO shall become property of the Highland High School. 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 the 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 organization shall not participate in, or intervene in (including the publishing or distribution of statements) of any political campaign on behalf of any candidate for public office. Notwithstanding, any other provision 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. Under the dissolution of the organization, assets shall be distributed for one or more exempt purpose 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 public purpose. Any such asset not disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purpose or to such organizations as said Court shall determine, which are organized exclusively for such purpose.

Section 6 - A budget shall be prepared by the Executive Board and newly elected officers for approval at the August meeting. A copy of the approved budget shall be distributed at the next meeting. This budget is a guideline.

Section 7 - Monies requested for activities shall be spent on the majority of the students or from the request of the teacher/teachers at the discretion and approval of the Executive Board of the HHS PTO.

Section 8 - A copy of the by-laws shall be distributed to all Executive Board Members with a copy of the budget attached at the September meeting. A copy of these by-laws shall be posted on the Highland High School website, accessible to all persons.

Section 9 - The fiscal year of the HHS PTO shall be July through June.

ARTICLE III: MEMBERSHIP

Section 1 - Families with students enrolled at the Highland High School and teachers and staff of the Highland High School are members of the HHS PTO.

Section 2 - Only members of the organization with students in the Highland High School shall be eligible to serve in any office of its elective or appointed positions.

ARTICLE IV: OFFICERS AND THEIR ELECTIONS

Section 1 - The officers of this organizations shall be a president, first vice president, second vice president, secretary and treasurer.

Section 2 - Officers shall assume their duties at the close of the general meeting in the month of June and shall serve for a term of two years. No person shall serve more than two consecutive terms in the same office unless the office cannot be filled.

ARTICLE V: DUTIES OF OFFICERS

Section 1 -

PRESIDENT: shall preside over all meetings of the organization and the Executive Committee meetings. The President shall prepare an agenda prior to each monthly meeting and have copies available for each meeting.

Section 2 -

FIRST VICE PRESIDENT: shall preside at all meetings and assume all the duties of the President in the President's absence and will succeed the President in office in case of vacancy during a term. In the event of a vacancy in office of the President, upon assuming the office of President, a new First Vice President shall be appointed by the Executive Committee. The Vice President shall perform the duties of serving as Ways and Means Chairperson and serve on the Executive Committee. The Vice President shall organize, promote and manage the fund raising events and shall keep records from fundraising.

Section 3 -

SECOND VICE PRESIDENT: shall preside at all meetings and serve on the Executive Committee. This position is held by the School Principal/Assistant Principal.

Section 4 -

SECRETARY - shall preside at all meetings of the organization and serve on the Executive Committee. The Secretary shall maintain accurate records of all HHS PTO meetings, of the Executive meetings and preserve the Organization minutes book. The Secretary will have the minutes posted to the Highland High School website, accessible to all persons.

Section 5 -

TREASURER - shall preside at all meetings of the organization. The Treasurer shall serve on the Executive Committee.

The Treasurer shall keep an accurate record of all receipts, expenditures, refunds and deposits. The Treasurer shall be responsible for collecting monies obtained/donated at various HHS PTO functions. Cash shall be counted immediately at the conclusion of an event in the presence of two (2) people. The Treasurer may issue up to \$50.00 without executive board approval.

ARTICLE VI: MEETINGS

Section 1 - Meetings of this organization shall be held monthly.

Section 2 - Three members constitute a quorum plus a majority of the executive board must be present for the transaction of business at any meeting of this organization.

Section 3 - Membership and attendance is required to vote.

Section 4 - Parliamentary authority is "Roberts Rule of Order".

ARTICLE VII: EXECUTIVE BOARD

Section 1 - The executive board shall consist of the officers of the organization, committee chairpersons and a teacher representative, if possible.

Section 2 - Special meetings may be called by the President or any member of the Executive Board. Special executive members must be notified of the time and place via email, phone, or in person.

ARTICLE VIII: AMENDMENT PROCEDURE

Section 1 - The basic article topics may not be eliminated. Sections may be amended, added or deleted by the majority vote of members present.

Section 2 - Thy by-laws shall be reviewed a minimum of every three years.

