

BYLAWS
VALLEY VIEW ELEMENTARY PTO
VALLEY VIEW ELEMENTARY SCHOOL WADSWORTH, OH 44281
Amended and Restated October 2019

ARTICLE I: NAME

The name of this organization is Valley View PTO

ARTICLE II: MISSION STATEMENT

Valley View PTO shall promote the welfare and education of children in the home, school, and community and shall seek to develop cooperation between educators and parents. Valley View PTO shall work to acquaint the general public with the needs and aims of education.

ARTICLE III: GENERAL POLICIES

A. Valley View PTO shall be nonsectarian and nonpartisan.

B. Valley View PTO may be involved in revenue producing enterprises if the revenue produced is used in keeping with the goals of Valley View PTO or of Wadsworth City Schools.

C. Valley View PTO shall not directly or indirectly participate or intervene (including by publishing or distributing statements) in any political campaign on behalf of, or in opposition to, any candidate for public office or devote any part of its activities to attempt to influence legislation by propaganda or other means. Likewise, the content of Valley View PTO activities, programs and meetings will be limited to "information only" with regard to political and/or legislative matters.

D. Valley View PTO shall cooperate with the school to support the improvement of education in ways that will enhance, but not interfere with, the administration or seek to control its policies.

E. Valley View PTO or its members may cooperate with other organizations and agencies concerned with child welfare, but individual members shall make no commitments that bind Valley View PTO.

F. In all matters of policy, Valley View PTO shall engage in no policy or activity which conflicts with that of Wadsworth City Schools

G. In the event of dissolution of Valley View PTO, the assets of the organization shall be distributed to the school administration for special projects/programming; or in the event Valley View is eliminated, assets will be proportionally distributed to PTO units representing those schools accepting the new students.

H. Board Members/Officers need a background check.

I. When Valley View PTO holds any fundraising activity, the following guidelines must be followed in order to safely secure monies:

a. All monies should be kept in a locked cash box/boxes

b. At least two times during the event/activity, monies should be removed from the cash box/boxes and counted by two PTO officers or certified PTO members who have completed background checks.

- c. After counting the money, two PTO officers or certified PTO members should write the money total on paper, sign the paper. then place the monies in a sealed bag.
- d. Two certified PTO officers or members will take the sealed bag and place it in a locked room (ex. Principal's office) in the school.
- e. All monies will be counted at the end of the event by two PTO officers or certified PTO members, follow procedure laid out in guideline.
- f. During the PTO event, all locked cash boxes should be placed in view of a school's security camera system.

J. Any event or fundraiser to be sponsored by Valley View PTO must first be presented to the Valley View PTO Board and the Valley View School Principal. For events planned outside of the school year, paid Valley View PTO members will be notified electronically. A 2/3 vote of respondents/attendance in favor must be rendered to pass.

H. In the event that a Wadsworth City School teacher (WCS) or administrator or a WCS sanctioned committee applies for a grant that requires a 501(c)(3) number and the applicant requests to partner with a PTO unit the following guidelines must be followed:

- a. The grant must serve a wide student population and the unit must have the approval from the majority of its members before proceeding.
- b. If a proposed grant meets the requirement, then a PTO Unit President must ensure that all grant paperwork flow through the PTO unit. The WCS teacher or administrator or WCS sanctioned committee will be responsible for completing the grant paperwork and use their respective PTO unit mailing or email address in order to have complete access to all grant paperwork.
- C. All grant funds received from a grant application must be distributed to the applicant by the PTO Unit Treasurer no later than a week after receiving the grant check.

ARTICLE III: MEMBERSHIP AND DUES

- A. Voting membership shall consist of adult members of any family with a child enrolled in Valley View and paying annual dues to Valley View PTO; any person interested in Valley View School, its students, or the children of Wadsworth may pay dues to become a member.
- B. All members are welcome to participate in Valley View PTO activities/meetings as well. Any person chairing or serving on a PTO committee must be a current PTO member.
- C. Dues are \$10 per year, per family maximum, with transferable membership across all schools in the Wadsworth City School District. Membership is paid to Valley View PTO and then submitted to PTO United to fund the district wide Fine Arts Festival.
- D. In order to fulfill teacher requests, teachers must be a paying PTO member.

ARTICLE IV: DISBURSEMENT OF FUNDS

- A. The Valley View PTO annual budget shall be initiated and prepared by the president and treasurer and approved by membership.
- B. No part of Valley View PTO monies shall be used to benefit private individuals, nor attempt to influence legislation or political campaigns.

C. The Valley View PTO officers shall accept, review, and recommend applications for the disbursement of funds. Expenditures in compliance with the approved annual budget shall be considered approved. All other expenditures shall require approval by a majority vote of the membership present at a general meeting.

D. The Treasurer shall submit a revised budget to reflect changes where necessary and such revisions shall require approval by a majority vote of the membership present at a general meeting.

E. Valley View PTO unit should attempt to end the year with no more than a \$3,000 balance, unless funds exceeding \$3,000 are allocated for a specific project.

F. Valley view PTO chairpersons of events and/or projects shall not exceed budgeted expenditures without prior approval of a majority of the Valley View PTO voting members present.

ARTICLE V: OFFICERS AND ELECTIONS

A. The officers of Valley View PTO shall be a President, a 1st Vice-President, a Secretary, and a Treasurer with the possibility of a 2nd Vice President, if deemed necessary. These officers shall also serve as Valley View's voting delegates to PTO United. The officers of Valley View PTO shall not serve more than two consecutive years in any one position, unless a replacement for the following school year is not found.

B. The President and 1st Vice President shall be elected in even number years with the Treasurer and Secretary in odd numbered years.

C. Only members of Valley View PTO in good standing, pursuant to Article V, and whose family/individuals dues are paid, also pursuant to Article V, may be eligible to hold office or to serve on a Valley View PTO committee. A person shall not be eligible to serve more than two consecutive terms in the same office. One who has served more than one-half of a term shall be credited with serving that term.

D. Nominations for Valley View PTO officers for the following school year shall take place at or before the April general meeting of the preceding school year. All voting members are eligible for nomination and shall have the opportunity to present their names for consideration for office. A nominating committee may be appointed for the purpose of seeking nominations or nominations may be submitted by contacting the president prior to the April general meeting or may be submitted at the April general meeting.

E. The officers shall be elected by ballot at the April general meeting; however, if only one candidate is nominated for each office, the election for those offices may be by voice. Officers shall assume their official duties immediately following the May meeting and shall serve for the designated terms under their position or until their successors assume their duties.

F. Anyone who has served more than one-half term will be considered to have served an entire term.

G. A vacancy occurring in any office shall be filled for the un-expired term by appointment by the officers of Valley View PTO with approval of the membership present at the next meeting.

H. In a case of extreme misconduct, an officer may be removed from office upon vote at any regular meeting of Valley View PTO by a two-thirds (2/3) vote of the voting members present.

ARTICLE VI: DUTIES OF OFFICERS

A. The President shall preside at all meetings of Valley View PTO; shall recruit and/or appoint the chairpersons and coordinators for committees and activities; shall serve as the liaison to the Principal and Teachers; shall be an ex officio member of all committees and shall be authorized to sign checks. The president shall set the yearly calendar of events with direction of principal before the start of school. The President shall vote only in the event of a tie.

B. The 1st Vice President shall have such duties as designated by the president. The 1st Vice President shall preside in the absence of the President and shall serve as an aide to the President. If a 2nd Vice President is deemed not needed, the 1st Vice President will take over all membership chairman duties.

C. The 2nd Vice President shall serve as the Membership Chairman. The 2nd Vice President will coordinate the annual membership drive, providing the necessary forms and instructions to units, collect completed membership information and dues and will compile a system-wide roster of paid members to be provided to all units no later than the December via email.

D. The Secretary shall record the minutes of all meetings and shall provide a copy of those minutes to the PTO members via email and post them on the PTO website. At the next meeting attending members will vote for approval. The Secretary shall maintain the record of the minutes in paper and/or electronic form and a copy shall be stored at Valley View Elementary for a period of seven years. The secretary shall conduct all delegated correspondence including social media and Valley View school webpage; and shall have such other duties as designated by the president.

E. The Treasurer shall have charge of all funds belonging to Valley View PTO; shall collect and keep account of all monies of Valley View PTO; shall pay out funds only as authorized by the membership; shall be responsible for the monthly reconciliation of bank statements; and shall present a financial statement at each meeting. The treasurer shall be bonded. In addition, the treasurer shall work with the president and other members, as appropriate to prepare the yearly budget and annual statements which shall include allocations and earmarking of any budget surplus. All checks over \$500.00 shall be counter-signed by the President of the unit.

ARTICLE VII: MEETINGS

A. Robert's Rules of order revised shall govern Valley View PTO in all cases in which they are applicable and in which they are not in conflict of Bylaws.

B. Valley View PTO meetings shall occur during the school year as determined by the Valley View PTO Board and shall be held at least monthly, except no meeting shall be required in December. The meeting schedule may be altered as necessary at the discretion of the president and/or Valley View PTO officers with at least 24 hours written notice to the membership.

C. Special meetings of Valley View PTO, may be called by the President or by a majority vote of Valley View PTO Officers. At least five days written notice of such special meetings shall be given to the voting membership of Valley View PTO, and the purpose shall be stated in the notice. No other business than that stated in the notice shall be transacted at this meeting.

D. Those members in attendance at a meeting shall constitute a quorum for the transaction of business in any meeting of this PTO unit, providing a minimum of three members (except the President) is present.

Approval/rejection of a motion is accomplished by a majority vote.

E. If a vote is needed prior to the next meeting votes via email or other forums are acceptable.

F. In special circumstances prior to a meeting the PTO officers may act as voting majority.

ARTICLE VIII: COMMITTEES

A. All committees shall be recruited and/or appointed by the officers as deemed necessary to promote the objectives/activities of Valley View PTO. Each committee chair or coordinator shall keep a list of job duties for the benefit of their successors, a copy of which shall be given to the president to keep in a master file.

B. The committee chairs or coordinators or their designees shall present plans of work for the membership present at meetings. No committee work shall be undertaken without the consent of Valley View PTO president or PTO board.

C. The president shall be an ex-officio member of all committees.

a. A list of recommended activities and broken into committees as deemed necessary are as follows: (a more detailed list can be found in the PTO Binder)

- i. Fundraisers
- ii. Hospitality
- iii. Book Fair
- iv. Student Activities
- v. Santa Shop
- vi. Family Fun
- vii. School Activities
- viii. 4th Grade Activities
- ix. Social Media

ARTICLE IX: AMENDMENT

A. These bylaws may be amended at any regular meeting of the Valley View PTO by two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment has been given at a previous meeting.

B. The bylaws may be reviewed on an annual basis under the direction of one or more members of the Valley View PTO Board.

C. Any member may propose an amendment to the bylaws provided the proposal is in writing and presented to the Valley View PTO Board for consideration.

D. Upon approval by the membership, the newly amended bylaws shall supersede any previous bylaws of this organization.

E. These bylaws shall be valid and enforceable only where consistent with the aims, objectives, and bylaws of PTO United and Wadsworth City Schools.

F. A copy of the bylaws will be on file with the Principal, PTO United, and the Wadsworth Board of Education.