

**Symmес Elementary PTO
By-Laws
Revised December 2022**

I: Name

The name of this organization is Symmes Elementary Parent Teacher Organization, or Symmes Elementary PTO.

II: Purpose

The purpose of the PTO is to promote a collaborative effort between school and home through which parents are enabled to become actively involved in Symmes Elementary School, to provide opportunity for dialogue between school and parents, and to raise funds that may be necessary to achieve the overall objectives of the PTO.

Said organization is organized exclusively for the charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

III: Basic Policies

- A. The PTO is non-commercial, non-sectarian, and non-partisan.
- B. By virtue of membership in the Association of Sycamore Schools Parent Organizations, or ASSPO, the Symmes PTO is a not-for-profit organization as defined by section 501(c)3 of the Internal Revenue Code, and it must be able by all regulations concerning such organizations.
 - 1. No part of the net earnings of the PTO shall be used to personally benefit any member or officer of the PTO, or any other person. The PTO may, however, pay reasonable compensation for services rendered.
 - 2. The PTO may contribute money or volunteer time for lobbying purposes, in order to influence voters regarding issues, or to influence local, state or national legislation. The PTO may not make any contribution, financial or otherwise, toward the campaign of any individual running for office.
 - 3. Upon the dissolution of the PTO, assets shall be distributed to one or more not-for-profit organizations, as defined under 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.
- C. The fiscal year of the Symmes PTO shall be July 1 through June 30.
- D. The Symmes PTO is a member of and maintains its IRS 501(c)3 status through the Association of Sycamore Schools Parent Organization (ASSPO). To remain in good standing the Symmes PTO will complete the following requirements:
 - 1. The President/Co-Presidents or Treasurer will submit all registration and reports to State and Federal agencies as required to ensure compliance with state and federal law and to maintain IRS 501(c)3 status.

2. The President or Co-Presidents will submit documentation on an annual basis to ASSPO per the ASSPO Compliance Checklist.
3. The President or Co-Presidents will submit all revisions to bylaws to ASSPO upon approval.
4. The Executive Board will comply with all Articles as stated in the ASSPO bylaws.

IV: Members and Dues

- A. Parents or guardians of students attending Symmes, members of the Symmes administration and staff, and interested community residents, may become members of the PTO upon completion of annual membership form.
- B. Membership in the PTO will be made available without regard to race, color, creed, or national origin.
- C. Annual dues/suggested donation are determined by the executive board. The PTO shall conduct an annual enrollment of members, but may admit persons to membership at any time.
- D. The privilege of voting at meetings, and of serving as board members or committee chairs, is reserved for dues-paying members.

V. Executive Board

The executive board shall consist of the following officers: President or Co-Presidents; Vice President; Family Involvement; Vice President Student Programs; Vice President Ways and Means; Treasurer; Recording Secretary; Corresponding Secretary & Teacher Services; and a representative from the school administration.

- A. The duties of the executive board are as follows:
 1. Approve an annual budget for presentation to the PTO at the first general meeting of the school year.
 2. Have discretion over expenditures during the school year, informing the general membership when a line item deviates 50% from budget, or when there will be a significant increase or decrease in the overall budget net income.
 3. Create standing committees, and oversee the activities of all PTO committees.
 4. Solicit and develop recommendations to the gift committee.
 5. Approve all contracts.
 6. Attend all PTO meetings, executive board, and gift committee meetings. After four consecutive unexcused absences, a Board member will be considered to have relinquished the position.
 7. Respect the confidentiality of executive board meetings.

8. Maintain all required records and notebooks, and turn over all records and notebooks in a timely fashion, at the end of the term.
9. Make financial decisions involving no more than \$500 at a time on issues, which may arise outside the scope of the budget. The President (Co-Presidents) must report on the expenditure at the next scheduled general meeting.

B. The President or Co-Presidents shall

1. Preside at all meetings of the PTO and executive board;
2. Coordinate the work of the PTO;
3. Direct the activities of designated committees;
4. Appoint committee chairs;
5. Serve as an ex-officio member of all committees, except the nominating committee and audit committee;
6. Attend or provide a designee, preferably a Board Member, to a monthly Association of Sycamore Schools Parents Organization (ASSPO) Meetings.

C. The Vice President, Family Involvement, shall

1. Preside at meetings in the absence of the President or other designated officer;
2. Direct the activities of designated committees;
3. Develop and coordinate periodic social and other non-fundraising events for school families.

D. The Vice President, Student Programs shall

1. Direct the activities of designated committees;
2. Coordinate in-school programs sponsored by the PTO;
3. Act as liaison for programs sponsored by outside organizations.

E. The Vice President, Ways and Means, shall

1. Direct the activities of all sales, whether for fundraising or service;
2. Act as chair for gift committee meetings;
3. Investigate new fundraising programs for the PTO;
4. Review bank statements monthly.

F. The Recording Secretary shall

1. Direct the activities of designated committees;
2. Record the minutes for all PTO, executive board, and gift committee meetings; and ensure that all minutes are permanently archived;
3. Provide copies of relevant minutes at all meetings;
4. Record attendance at all PTO, executive board, and gift committee meetings;
5. Maintain a membership list;
6. Retain a current copy of the bi-laws and standing rules, review them annually, and make recommendations to the Board when updates to the bi-laws are necessary.

G. The Corresponding Secretary & Teacher Services shall

1. Direct the activities of designated committees;

2. Conduct all corresponding for the PTO, including gift purchases;
3. Schedule the rooms for all PTO and Executive Board meetings, and notify all members of the time of PTO meetings;
4. Be responsible for maintenance of the PTO display case.

H. The Treasurer shall

1. Prepare an annual budget for approval at the first executive board meeting of the year;
2. Be responsible for all PTO funds, keeping full and accurate records of all receipts and expenditures, and paying all properly submitted bills.
3. Present relevant financial reports at all PTO, executive board, and gift committee meetings;
4. Arrange for an annual audit of the books;
5. Prepare all tax filings as required by law, or make arrangements for such filings;
6. Maintain liability and bonding insurance for the PTO and executive board.

I. The Executive Board shall meet regularly, at a time to be decided by the Board. Four members of the board shall constitute a quorum for the transaction of business.

VI. Election of Officers

- A. There shall be a nominating committee, composed of five members: two from the PTO Executive Board, two from the general membership, and either the principal or assistant principal. The PTO President or Co-Presidents may neither select members of, nor serve on, the nominating committee. The nominating committee shall elect its own chairperson. An initial meeting to discuss potential nominees shall be held in January.
- B. The nominating committee shall seek to fill each office. A nominating committee member may not nominate him/herself, but may be nominated. If nominated as President or Co-President, this nominating committee must resign from the committee.
- C. The consent of each candidate for office must be obtained before placing his or her name on the ballot.
- D. Candidates for the office of President or Co-President, and any of the three Vice-Presidents (Family Involvement, Student Programs or Ways & Means) should have one year of experience as a PTO chair. Candidates for the remaining Executive Board offices may be chosen from the general membership.
- E. No chair or board member may serve more than two consecutive terms in the same office unless a suitable replacement cannot be found.
- F. The slate of officers shall be presented by the nominating committee at the March meeting. After the slate has been presented, the President or Co-Presidents will ask for nominations from the floor. If there are no nominations from the floor, the slate is accepted as presented, and may be voted on as a slate.
- G. Officers shall be elected by ballot annually in the month of April. If there is the appropriate number of nominations for each position, a voice vote for the entire slate is permitted.
- H. In the event that the nominating committee is unable to present a full slate at the March meeting, the slate may be presented at the April meeting, and voted upon at the May meeting.
- I. The term of office for any chair or board position is one year, to correspond with the PTO fiscal year. The exception is PTO Treasurer, which has a term of office of two years.

- J. A vacancy in any elective position shall be filled for the unexpired term by a person appointed by the PTO President or Co-Presidents. In a case of vacancy in the office of the President, if there is not a Co-President, the Vice President, Programs, shall assume the office. In the event of Co-Presidents, the one remaining will serve as President. A vacancy may be declared when an officer has missed four consecutive PTO and/or Executive Board meetings.

VII. General Meetings

- A. General meetings of the PTO shall be held at least two times per year, to be scheduled by the PTO Executive Board.
- B. Special general meetings may be called by the Executive Board with seven days notice given to the membership.
- C. Ten members, including officers, shall constitute a quorum for the transaction of business at general PTO meeting.

VIII. Committees

- A. Standing committees shall be created by the Executive Board, as required to carry out the objectives of the PTO.
- B. Committee Chairs shall be appointed by the PTO President or Co-Presidents. The term of each Committee Chair shall be one year, or until his/her successor is appointed. Committee chairs shall not be eligible to serve more than two consecutive terms, unless approved by the Executive Board.
- C. The work of all committees is subject to approval by the Executive Board. Committees must seek Board approval before exceeding budgeted expenses, and must have Board approval before signing any contracts.
- D. Committee Chairs must maintain the Committee notebooks, and submit annual committee reports. All records and annual reports must be submitted to the Board by the end of each school year.

IX. Conflict of Interest

- A. The Symmes PTO will adopt a policy and procedure to prevent financial conflict of interest and to address situations where a financial conflict of interest may have occurred. The policy and procedure will be reviewed annually with officers and committee chairs and will be available on the Symmes PTO website or by request of the membership.

X. Amendments

- A. The PTO may amend the Bylaws at any regular meeting of the organization, by a majority vote of those members present, provided that notice of the proposed changes are given at the previous meeting.
- B. When substantial changes are needed to reflect the realities of the organization, the Executive Board may appoint a committee to revise the Bylaws. The revised Bylaws may be approved by a majority vote of those members present at a regular PTO meeting, providing that notice of the revision is given at the previous meeting.
- C. Amendments or revisions are in effect immediately upon approval.