

SMITH ELEMENTARY SCHOOL PTO BY-LAWS

Revised Feb. 2005

ARTICLE I: NAME

The name of this organization shall be Smith Elementary School Parent Teacher Organization, Delaware, OH.

ARTICLE II: ARTICLES OF ORGANIZATION

Not for profit, corporation

The organization exists as a nonprofit, unincorporated organization. These by-laws, as amended from time to time, shall be deemed to be the governing articles of the organization. It is expected that the Executive Board may enact various rules and regulations. In the event of any conflict between these by-laws and any rules and regulations so enacted, these by-laws shall govern.

ARTICLE III: PURPOSE

To aid students by providing support for their educational and recreational needs and to promote open communication between the administration, teachers, and parents of Smith School. This purpose will be met through volunteerism and fundraising.

ARTICLE IV: BASIC POLICIES

Section 1. The organization shall be noncommercial, nonpartisan, and nonsectarian.

Section 2. The name of the organization or the names of any members in their official capacities shall not be used in connection with any commercial concern, any partisan interest, or any party not appropriately related to promotion of the goal of the organization.

Section 3. The organization may endorse issues of benefit to the school and students. The organization may not, directly or indirectly, participate or intervene, in any way, including publishing or distributing statements, in any political campaign on behalf of, or in opposition to, a candidate for public office, or devote more than a substantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 4. The organization shall cooperate with the school and the school district to support the improvement of education in ways that will not interfere with administration of the schools and shall not seek to control their policies.

Section 5. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.

Section 6. The fiscal year of the organization shall be July 1 through June 30. All bills must be submitted to the Treasurer by June 15 for the current school year so that reimbursements can be paid out of the operating budget from which the item was approved.

Section 7. Each of the officers and chairpersons of the standing and appointed committees shall maintain an accurate notebook and deliver said notebook to the school office by the close of the school.

Section 8. Each committee shall be given an annual budget and will be expected to operate within said budget. Approval of the Executive Board is required prior to expenditures outside of the approved committee budget. Expenditures made without prior approval may not be reimbursed.

Section 9. All bills, bank statements and receipts must be submitted to the Treasurer by the end of the current school year. Reimbursement will be made for only those expenditures pre-approved through regular and normal budget channels. Expenditures for more than \$500 must have prior approval by a majority vote of the organization members present at a timely membership meeting. Expenditures up to and including \$500 may be approved by a majority vote of the Executive Board.

Section 10. A copy of these by-laws shall be included in the main files of the organization and will be made available to any member upon request.

Section 11. The membership list of the organization shall not be given or sold to outside interests.

Section 12. Executive board members have an obligation to attend all board and general membership meetings and shall notify the President when unable to attend.

ARTICLE V: MEMBERSHIP

All parents and/or legal guardians of students who are currently enrolled at Smith Elementary School and all current faculty and staff of Smith Elementary School are members in the organization. Members shall have the right to attend and participate in all meetings and activities of the organization, and shall have the right to vote on all issues before the membership, to elect officers, and to hold office. Other adults who subscribe to the purpose of the organization may become members but will not have the privilege of voting or holding elective office.

ARTICLE VI: MEETINGS

Section 1. Regular meetings of this organization shall be held at least six times during the school year. An annual meeting no later than May shall be held for election of officers and to make program decisions for the upcoming school year. The time and place of the meetings shall be announced at least seven days prior to the meeting. A scheduled meeting may be cancelled if deemed necessary by the Executive Board.

Section 2. Throughout the year, the Executive Board may call special meetings.

Section 3. Meeting procedures will follow regulations set forth in Robert's Rules of Order.

Section 4. A quorum shall consist of those members present.

Section 5. The privilege of holding office, introducing motions, debating and voting shall be limited to current parents/guardians, and staff of school.

ARTICLE VII: OFFICERS AND THEIR ELECTION

Section 1. The Executive Board shall consist of those persons holding the offices of President, Vice-President, Secretary, Treasurer, Volunteer Coordinator, Past -President (when available) and School Principal.

Section 2. Term of office shall be a one-year renewable term. An officer may hold a particular office for a maximum of two consecutive terms. A person who has served more than one-half of a term shall be credited with having served a complete term.

Section 3. A nominating committee of two members of the Executive Board, at least one staff member, and two members at large shall be appointed in February. The committee shall have no more than 6 members.

- A. The committee shall elect own chairperson.
- B. The committee shall select at least one nominee for each position of the Executive Board to be filled.
- C. The nominating committee shall find out the availability of each nominee to serve, if elected. The committee will inform the nominee of the length of term the nominee will be expected to serve and will also ensure that each nominee is in good standing with the organization.
- D. The committee shall make available a copy of current by-laws to be reviewed by each nominee prior to election.
- E. Organization members may also present nominees no later than the April General Membership meeting.

- F. Any office that is uncontested may be held by voice vote. If contested, a vote for an office will be by written ballot.

Section 4. Elected officers (except the Treasurer) shall assume their duties at the close of the annual meeting in May. The Treasurer shall assume duties upon completion of the June bank statement.

Section 5. The Executive Board shall fill vacancies occurring during the year by a majority vote of the Executive Board. In case of a vacancy in the office of President, the Vice-President shall assume office. The board shall appoint a Vice President.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The President:

- A. Shall preside at all meetings of the organization and all Executive Board meetings,
- B. Shall schedule all Executive Board meetings,
- C. Working in coordination with the principal, shall be responsible for setting the calendar and scheduling PTO sponsored events for the upcoming school year,
- D. Shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the organization or Executive Board in order that the purpose may be promoted.

Section 2. The Vice-President:

- A. Shall act as an aide to the president,
- B. Shall help organize and coordinate special projects deemed appropriate by PTO,
- C. Shall perform the duties of the president in the absence of that officer,
- D. Shall perform other duties that may be delegated to him/her.

Section 3. The Secretary:

- A. Shall record the minutes of all meetings of the organization and the Executive Board,
- B. Shall report any correspondence received pertaining to the organization and make appropriate response,
- C. Shall perform such other duties that may be delegated to him/her.

Section 4. The Treasurer:

- A. Shall maintain all funds for the organization, as well as an accurate accounting of all expenditures and receipts, in accordance with the approved annual budget and the existing state laws regulating PTO

- organizations, as authorized by the organization, Executive Board, or special committee,
- B. Shall present a written financial statement at every meeting of the organization listing all receipts and disbursements, and at other times when requested by the Executive Board, and shall make a full report at the annual meeting in May,
 - C. Shall reimburse for expenditures pre-approved through regular and normal budget channels as outlined above,
 - D. Shall monitor committee expenditures to ensure each committee is operating within set budget.

Section 5. The Volunteer Coordinator:

- A. Shall collect all parent volunteer forms at the beginning of the year and compile the data into lists of volunteers for each PTO event.
- B. Shall be responsible for identifying a Committee Chairperson for each event and providing the chairperson with a list of possible event volunteers.
- C. Shall perform such other duties that may be delegated to him/her.

Failure of an Executive Board member to perform any of the above-described duties can lead to removal from office by a majority vote of the Executive Board.

ARTICLE IX: BOARD MEMBERS

Section 1. The Board of the organization shall consist of Executive Board members, the chairpersons of the Standing Committees, and two Teacher Representatives. With the exception of the Executive Board members, the members of the Board shall act in an advisory capacity only. The Board shall serve for the school year appointed.

Section 2. The Duties of the Executive Board

- A. Transact necessary business in the intervals between the organization meeting and such other business as may be referred to it by the organization,
- B. Approve the plans of work and budgets of all committees,
- C. Report at the regular meetings of the organization,
- D. Determine fund-raising needs to meet budget requirements,
- E. Report an annual budget and submit it to the organization for approval. Any unbudgeted expenditure may not be disbursed by the Treasurer without prior approval of at least three (3) members of the Executive Board in accordance with state rules and regulations. Any amount above \$150.00 must have prior approval (by majority vote) of the full Executive Board.
- F. Approve routine bills and receipts within the limits of the budget,
- G. Fill vacancies in elective positions,

- H. Schedule an annual audit of PTO finances,
- I. Call special meetings of the Executive Board as deemed necessary. If a regular meeting date is to be changed, it must be discussed at a monthly meeting prior to the date when possible.

Section 3. Standing and Special Committees

Committees shall be created by the Executive Board to promote the purpose and interests of the organization. Standing committees shall be those committees that operate on an ongoing basis throughout the year. Special committees shall be those committees that operate on a short-term basis or for the duration of a particular event during the year.

- A. Each chairperson shall present plans of work to the Executive Board. For standing committees, this report will be due by the second Executive Board Meeting of the school year. For special committees, this report will be due at an Executive Board meeting no later than one month prior to the start of the committee work.
- B. Each chairperson shall present a final annual report. For standing committees, this report will be due at the May General Membership Meeting. For special committees, this report will be due at the General Membership Meeting following the conclusion of the corresponding event.
- C. Committees and/or chairpersons may be appointed or deleted by the President with the approval of the Executive Board.
- D. The President and Principal shall be ex-officio members of all committees.

ARTICLE X: AMENDMENTS

The by-laws shall be revised as necessary and reviewed every three (3) years by a committee appointed by the Executive Board. The by-laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given to the general membership one month in advance of said meeting.

ARTICLE XI: DISSOLUTION OF ORGANIZATION

Upon the dissolution of the organization, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all assets of the organization. Said disbursements will be made exclusively for educational purposes and organizations, as qualify under Section 501 (c) (3) of the Internal Revenue Code. Any remaining assets not so disposed shall be disposed of or by the Court of Common Pleas of Delaware County, Ohio.