

ELI PINNEY ELEMENTARY PTO BYLAWS

ARTICLE I NAME

The name of the organization is “Eli Pinney Parent Teacher Organization “(Hereinafter “Organization”).

ARTICLE II PURPOSE

The PTO is a structured volunteer organization whose purpose is to:

- A. Bring parents, teachers and staff together to work towards the common goal of providing the best possible educational experience for our students;
- B. Facilitate communications between parents, teachers, staff, administration and the community;
- C. Provide support and resources to the teachers and staff to adequately enable them to educate our children to the best of their abilities;
- D. Sponsor fundraising, cultural, academic, and enrichment activities to enhance the educational experiences that our children will receive;
- E. Support new and established programs that will directly benefit our students;
- F. Provide social venues for parents, students, and teachers to interact.

ARTICLE III MEMBERSHIP

Section 1 Membership shall be automatically granted to all parents and guardians of children attending Eli Pinney Elementary, as well as all faculty of Eli Pinney Elementary. There are no membership dues. All members have voting privileges.

Section 2 Any member can serve in any elected or appointed position in the Organization.

ARTICLE IV ORGANIZATION AND BYLAWS

Section 1 We exist as a non-profit, incorporated organization. Organization’s purpose is exclusively charitable and educational under section 501(c)(3) of the Internal Revenue Code.

Section 2 The Organization shall only carry on any activities permitted to be carried on by an organization exempt from Federal Income Tax under 501(c)(3) of the Code and permitted to be carried on by an organization whose contributions are deductible under Section 170(c)(3) of the code.

Section 3 A. The Organization shall be noncommercial, nonsectarian, and nonpartisan.

B. The name of the Organization or the names of any members in their official capacities shall not be used in connection with a commercial concern, or with any partisan interest, or for any purpose not appropriately related to promotion of the objectives of the Organization.

C. The membership list of the Organization shall not be given or sold to outside interests.

Section 4 These bylaws shall be deemed the governing articles of this Organization. These bylaws can be amended at a general meeting by two-thirds vote of those present and voting. The Organization shall be given a 6-day notice of said amendments before putting it to a vote.

Section 5 These bylaws shall be reviewed and/or revised at least every three years by the Executive Board. Any proposed bylaws changes, including financial guidelines, that do not coincide with the three-year review cycle shall follow the bylaws amendment process as set forth in Section 4 of this article.

ARTICLE V GENERAL MEETINGS

Section 1 General meetings of this Organization shall be held at least three times during the school year. Dates and times to be determined by the Executive Board and notification given to the Organization.

Section 2 Special meetings may be called by the Executive Board with three days' notice.

Section 3 The number of members present at the times shall constitute a quorum for the transaction of business in any meeting of this Organization.

Section 4 Given advanced notice to the president(s), any member may request a maximum of 15 minutes on a non-agenda item at an Executive Board Meeting.

ARTICLE VI EXECUTIVE BOARD

Section 1 The Executive Board shall have the powers and duties necessary or appropriate for the administration of the affairs and financial responsibilities of this Organization.

Section 2 The Executive Board shall consist of one or two presidents, one or two vice presidents, two treasurers, one or two secretaries and the principal of the school. The immediate past president(s) may sit of the Executive Board in an advisory capacity.

Section 3 Each term of office is for one year beginning July 1. An Executive Board officer may serve no more than two consecutive years in one Executive Board office.

- Section 4** The office of president shall be filled by an Executive Board officer who has served in any office on the Executive Board, if at all possible.
- Section 5** Incoming Executive Board officers will be advised of their duties by the current Executive Board officers to assist in the transition period. Each of the Executive Board officers shall maintain documentation of their duties, and share said documentation with her/his successor within 30 days of the close of the school year.
- Section 6**
- A. Monthly meetings of the Executive Board will be held during the school year.
 - B. A majority of the Executive Board shall constitute a quorum.
 - C. The president(s) or a majority of the Executive Board members may call special meetings with three days' notice.
 - D. Given advanced notice to the president(s), any Executive Board member may request a maximum of 15 minutes on a non-agenda item at an Executive Board meeting.
- Section 7**
- A. The Executive Board shall create and present a report at the general meetings.
 - B. The Executive Board shall approve the plans of the committees.
 - C. The Executive Board shall prepare and submit for approval an annual budget.

ARTICLE VII EXECUTIVE BOARD OFFICER ELECTIONS

- Section 1**
- A. The Executive Board shall solicit interest for open Executive Board office positions for the following school year no later than February of the current school year.
 - B. The Executive Board shall nominate members to fill these open office positions based upon members who express interest and availability. This process shall be completed by the end of March.
 - C. This slate of officers shall be shared prior to and presented at the last general meeting of the school year, to be approved by a majority vote of the Organization members present.
 - D. If the slate is not approved by the majority of the Organization members present, nominations will be accepted from the floor for each office of the Executive Board and an individual ballot vote shall be taken for each office.
 - E. Only a member who has consented to serve if elected shall be eligible for nomination.
- Section 2** The Executive Board shall fill Executive Board office vacancies occurring during the year by a majority vote of the Executive Board. In case of a vacancy of the office of president, an Executive Board officer shall assume the role.

ARTICLE VIII EXECUTIVE BOARD OFFICER DUTIES AND OFFICER REMOVAL

- Section 1** The president(s) shall:
- A. Preside at all meetings of the Organization and the Executive Board;
 - B. Perform such duties as may be prescribed in these bylaws or assigned to her/him by the Organization or by the Executive Board;

- C. Coordinate the work of the Executive Board officers and committees;
- D. Meet with the principal to keep her/him abreast of all organizational activities;
- E. Assist the treasurer in her/his duties and shall serve in the absence of the treasurer;
- F. Have authority to draft PTO checks;
- G. Have final decision-making after discussions and reviews with the PTO Executive Board;
- H. Represent the Organization at meetings outside the Organization.

Section 2 The vice president(s) shall:

- A. Act as an aid to the president and serve in her/his absence;
- B. Serve as chairman of "special projects" as determined by the Executive Board;
- C. Perform such duties as may be prescribed in these bylaws or assigned to her/him by the Organization or by the Executive Board.

Section 3 The secretary(ies) shall:

- A. Record and report on all minutes of the Organization and Executive Board;
- B. Receive all correspondence of the Organization and make appropriate responses;
- C. Make available copies of the minutes from any meeting and distribute them to the Executive Board within two weeks of that meeting;
- D. Assist in all Executive Board correspondence;
- E. Keep and file all records in a shared location.

Section 4 The treasurers shall:

- A. Have custody of all funds of the Organization and shall keep a full and accurate record of all receipts and expenditures as stipulated by the Ohio Revised Code and Dublin City School Policy;
- B. Create a budget for the fiscal year to be voted on by the Executive Board and the Organization;
- C. Present a financial statement at each meeting;
- D. Keep all monies in a bank and pay all bills. Any such monies shall be disbursed by check and shall be supported by receipts and invoices;
- E. Be responsible for collecting and deposit monies into PTO account;
- F. Be responsible for providing all information required for the current year tax return in a timely manner to the appropriate predetermined tax preparer;
- G. Prepare a financial statement at the end of every year to be reviewed by the auditing committee;
- H. Not have the authority to draft checks payable to her/himself or her/his spouse.

Section 5 The principal shall:

- A. Be responsible for communicating relevant PTO information to the teachers and the Organization;
- B. Have the right to veto any motion that has been passed.

Section 6 Officers can be removed from office with just cause by a two-thirds vote of those present (assuming a quorum) at a general meeting where previous notice has been given.

ARTICLE IX COMMITTEES

Section 1 The Executive Board shall create committees and appoint chairs whose terms of office shall be one year beginning July 1.

Section 2 A. No committee work shall be undertaken without approval of the Executive Board members.
B. The president(s) and principal shall be ex-officio members of all committees.

Section 3 Special committees may be appointed by the president(s) with the approval of the Executive Board.

Section 4 The duties of the committee chairpersons include:

- A. Presenting plans and progress of committee activities to the Executive Board;
- B. Approving routine bills within the limits of the budget and providing copies of the appropriate PTO treasury form to each committee member. All expenditure reimbursements must have forms with receipts submitted to the treasurer for reimbursement;
- C. Preparing and maintaining appropriate documentation and materials concerning committee activity. She/he shall deliver said documentation and materials to her/his liaison on the Executive Board and to incoming committee chairs and/or members;
- D. Filling vacancies within their respective committee whenever possible.

Section 5 Executive Board Members, if possible, should not chair a committee.

ARTICLE X FINANCES

Section 1 The fiscal year shall begin July 1 and end June 30.

Section 2 All funds shall be kept in account(s) at a local financial institution in the name of Eli Pinney Elementary PTO.

Section 3 A tentative budget shall be drafted by the Executive Board and presented at the first general meeting of each school year, to be approved by a majority vote of the Organization members present.

Section 4 Any non-budgeted expenditures of more than \$100 must be approved by a majority vote of the Executive Board.

Section 5 Any non-budgeted expenditure that equals or exceeds \$500 must be approved at a general meeting by a majority vote of the Organization members present and voting.

Section 6 Within 60 days of the end of the fiscal year on June 30, an auditing committee of three persons or an auditor appointed by the president shall review the books. If the committee or auditor is satisfied with the accounts, they shall sign a statement of this fact and file it in the treasurer's notebook.

ARTICLE XI BASIC POLICIES

Section 1 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 Organizations.

Section 2 The Organization shall cooperate in ways that will not interfere with administration of the school and shall not seek to control policies.

Section 3 A copy of these bylaws shall be made immediately available to any member upon request.

ARTICLE XII RULES

Robert's Rules of Order Newly Revised shall govern this Organization.

ARTICLE XIII DISSOLUTION OF THE ORGANIZATION

The Organization may be dissolved with previous notice (30 calendar days) and a two-thirds vote of those present at the meeting. Upon the dissolution of the Organization, any remaining funds should be used to pay any outstanding bills and, with the Organization's approval, spent for the benefit of the school.

These bylaws were revised on April 19, 2018

AMENDMENTS OF BYLAWS

1. Term Limits – Under normal circumstances, Executive Board members serve two-year term limits in each position. In the event of a vacancy due to a Board member moving, sickness or other life event which would cause a board member to step down, the vacated position may be filled by another member without that partial year counting towards the two-year term limit.

In the event of a modified school year or extended school closure (such a due to pandemic, national emergency or other event that would disrupt the school calendar) board members may serve on the board in the same role as to ensure smooth board operations until school resumes normal activities and board transitions can occur without disruption. A majority vote by Executive Board is required for all positions to serve past two-year term limit in the event of extended school closure and/or modified school year.

2. Past President – The position of past president shall be filled by one president vacating the president role. The past president will serve as an advisor and have voting rights. In the event the at-large parent position cannot be filled, the past president will serve as the at-large parent liaison.
3. At-Large - 1 (one) At-Large position is available on the board and has voting rights and is expected to attend all Executive Board meetings. The At-Large position is to serve as a liaison to the Teaching Staff/Executive Board/General Membership. The At-Large position will communicate directly with an appointed Teaching Staff members and report all communication to the Executive Board. At-Large may be assigned to special committees or special projects requiring board leadership. All other executive board positions (2 each of President, Vice President, Secretary and Treasurer) must be filled before the At-Large role is filled.
4. In the event of a modified school year or extended school closure, such as due to pandemic, national emergency or other event that would disrupt the school calendar for an extended amount of time, time sensitive activities, notifications, decisions and general meetings may be postponed or delayed in relation to extended disruption. The Executive Board will make a digital announcement notifying general membership of such action items that are delayed and plan for addressing such action items.

These amendments were passed and added in 2020.