Bylaws
Overlook Elementary PTO
Overlook Elementary School
Wadsworth, Ohio
Adopted May 2000 /Revised May 2025

ARTICLE I

1. Mission Statement

1.1. The mission of Overlook PTO is to create a support network of parents, caregivers, and guardians dedicated to providing enrichment opportunities for the benefit of the children of Overlook Elementary.

1.2. We do this by securing enrichment opportunities, activities, and/or items purchased that are considered “above and beyond” the school’s financial capabilities, yet fall within the school’s curriculum; we are committed to enhancing the learning environment established at Overlook.

ARTICLE II

2. General Policies

2.1. Overlook PTO shall be nonsectarian and nonpartisan.

2.2. Overlook PTO may be involved in revenue-producing enterprises if the revenue produced is used in keeping with Overlook PTO’s mission statement.

2.3. Overlook 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 time to attempt to influence legislation by propaganda or other means. Likewise, the content of Overlook PTO activities, programs and meetings will be limited to “information only” with regards to political and/or legislative matters.

2.4. Overlook PTO shall cooperate with the school to support the improvement of education in ways that will neither interfere with the administration nor seek to control its policies.

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

2.6. In all matters of policy, Overlook PTO shall engage in no policy or activity which conflicts with that of Wadsworth City Schools administration.

2.7. In the event of the dissolution of Overlook PTO, the assets of the organization shall be distributed to the school administration for special projects/programming; or in the event Overlook Elementary is eliminated, assets will be distributed to PTO units at other schools, proportionate to the number of former Overlook students that attend each.

2.8. Any event or fundraiser to be sponsored by Overlook PTO must first be presented to the Overlook PTO Board and the Overlook principal. For events planned outside of the school year, dues-paying Overlook PTO members will be notified electronically.

2.9. In the event that a Wadsworth City Schools (WCS) teacher, administrator, or a WCS-sanctioned committee applies for a grant that requires a 501(c)(3) number, and the applicant requests to partner with Overlook PTO to meet that requirement, the following guidelines must be followed:

2.9.1. The grant must serve a wide student population, and a two-thirds vote of the general membership must be rendered before proceeding.

2.9.2. If a proposed grant meets the requirements as set forth in 2.9.1, then the Overlook PTO president must ensure that all grant paperwork flows through the PTO unit. The applicant will be responsible for completing the grant paperwork. The Overlook PTO president will sign off on the grant paperwork and use the Overlook mailing or email address in order to have complete access to all grant paperwork.

2.9.3. All grant funds received from a grant application must be distributed to the applicant by the Overlook PTO treasurer no later than one week after receiving the grant check.

2.10. During any fundraising activity, the following guidelines must be followed to safely secure monies:

2.10.1. All monies should be kept in locking cash boxes.

2.10.2. At the end of the event, monies should be removed from the cash boxes and counted by two board-approved PTO members.

2.10.3. After counting the money, the two board-approved PTO members shall write the total on a counting form, sign the form, then place the monies in a sealed bag or envelope.

2.10.4. The two board-approved members will then secure the money until the PTO treasurer can collect it for depositing at the bank.

2.10.5. All activities that involve the handling of monies must be performed by a board-approved PTO member.

ARTICLE III

3. Membership and Dues

3.1. Any parent/guardian/caregiver of an Overlook student or any teacher/staff member at Overlook Elementary is eligible for membership in the PTO. In addition, the PTO members, by way of majority vote, may approve membership upon application of any person who does not fall within the specific definition above. Members and non-members are welcome to attend PTO activities/meetings.

3.2. Dues for voting rights are $5 per year, per family. When a PTO vote is taken, each family receives one vote.

ARTICLE IV

4. Officers and Elections

4.1. The officers of Overlook PTO shall be a president, vice president, secretary, and treasurer.

4.2. A nominating committee shall be formed in order to determine open positions for the coming school year, communicate said openings to the Overlook community, accept nominations for open positions, and present a slate at the March meeting. Any PTO participant is eligible for nomination, though nominees must become dues-paying and board-approved members upon taking office. Officers must have a student at Overlook Elementary for the duration of their term unless they are given permission to serve by way of majority vote.

4.3. The officers shall be elected by ballot at the April meeting; however, if only one candidate is nominated for each position, upon motion from the floor, the election for those positions may be by voice. Officers shall assume their official duties immediately following the last day of school, with the exception of the treasurer, who will begin after the fiscal year ends on June 30.

4.4. Each officer shall serve one term of two consecutive years.

4.5. A person shall not be eligible to serve more than one term, defined as two consecutive years, in the same office. Anyone who has served more than one-half term will be considered to have served an entire term.

4.5.1. An officer's term may be temporarily extended beyond the two-year limit in an emergency situation by a two-thirds quorum.

4.6. A vacancy occurring in any office before the end of that officer's term shall be filled by appointment by the officers of Overlook PTO, with approval of the membership present, at the next meeting.

4.7. An officer may be removed from office upon vote at any regular meeting of Overlook PTO by a two-thirds vote of the dues-paying members present.

ARTICLE V

5. Duties of Officers

5.1. The president shall preside at all meetings of Overlook PTO; shall serve as the liaison to the principal and teachers; shall be the ex-officio member of all committees; shall oversee planning and coordinating all PTO activities; shall provide pertinent PTO information to the principal for inclusion in the Overlook newsletter; shall perform duties necessary to maintain 501(c)(3) status; and shall be authorized to sign checks. The president shall vote only in the event of a tie.

5.2. The vice president shall preside in the absence of the president and shall serve as an aide to the president. The vice president shall be responsible for chairing the committee that will review the bylaws on a biennial basis and serve as the membership committee chairperson. The vice president shall be responsible for coordinating activities that generate increased Overlook PTO membership.

5.3. The secretary shall record the minutes of all meetings; shall make meeting minutes available within one week following each meeting; shall provide written copies of those minutes to meeting attendees; shall conduct all delegated correspondence; shall see that all officers are provided with a copy of the bylaws; shall be responsible for notifying the membership of meeting dates and times; and shall oversee the nominating committee. The secretary shall also

serve as a liaison for the Wadsworth PTO website.

5.4. The treasurer shall have charge of all funds belonging to Overlook PTO; shall collect and keep account of all monies of Overlook PTO; shall initiate the yearly budget preparation with assistance of the budget committee; shall pay out funds only as authorized through the budget approval process; shall present a financial statement at each meeting of Overlook PTO; shall coordinate the preparation of annual tax documents and filings; shall be responsible for the reconciliation of all bank and mobile payment (i.e., Venmo) transactions; and shall retain copies of all financial records for 7 prior years plus the current year. The treasurer shall present a proposed budget in May of each year and shall keep an accurate roster of names of all dues-paying members.

5.5. Officers and chairpersons shall deliver to their successors all pertinent materials in a timely manner.

ARTICLE VI

6. Standing Committees

6.1. Volunteers are sought to fill committee chair positions as deemed necessary to promote the objectives/activities of Overlook PTO. An annual review of the standing committees shall be made, with the committees added or deleted as necessary.

6.2. Members may chair or participate in more than one standing committee. With the exception of the president, officers may chair or participate in standing committees as well. The president is an ex-officio member of all committees.

6.3. The chairpersons of standing committees shall present work plans for approval to the PTO board. No committee work shall be undertaken without the consent of Overlook PTO.

6.4. There are no term limits for committee chairs as long as they have a student currently attending Overlook Elementary or are given permission to serve by way of majority vote.

6.5. Chairpersons of standing committees shall be members whose dues are paid.

6.6. The quorum of any committee shall be a majority of its members.

ARTICLE VII

7. Disbursement of Funds

7.1. The Overlook PTO annual budget shall be prepared by the treasurer and the budget committee with input from the president and the principal.

7.2. The annual budget shall be presented at the May meeting by the treasurer and voted upon for approval. This approval constitutes each chairperson's spending authority within the committee's allotted budget for the following year. Individual purchases over $500, even if within the committee's allotted budget, must be approved by the PTO board.

7.3. In the event a purchase exceeds the chairperson's allocated budget, the chairperson is required to present the plans for expenditure to the PTO board for approval.

7.4. In the event of a budget shortfall or surplus, the treasurer shall submit a revised budget to reflect changes based upon said circumstance. The revised budget shall be voted upon for approval and will supersede any prior budgets.

7.5. In the event of any changes to the budget, a revised budget shall be presented to the general membership for approval.

7.6. After payment of annual expenses, any funds remaining in the Overlook PTO treasury shall be distributed, in keeping with the spirit of the Overlook PTO mission statement, at the end of the year. The disbursements shall be approved by the general membership at the May meeting. Excepting a reserve of $3,000, any funds not distributed must be earmarked for a specific project/purpose.

7.7. No part of Overlook PTO monies shall be used to benefit private individuals except through the donation of scholarships, as part of an event budget, or as tokens of appreciation for volunteers. Other exceptions may be granted with a two-thirds vote of dues paying members at a general or special meeting.

7.8. All receipts for reimbursement must be turned in within 30 days of the related event. If there is no related event, the receipts must be submitted within 30 days of purchase. Any reimbursements requested after this time will need board approval. All receipts for the current year must be submitted for reimbursement no later than June 15 so they can be processed before the end of the fiscal year.

7.9. A classroom grants fund shall be maintained, allowing teachers to request money for projects in keeping with the PTO mission statement. Teachers must be dues-paying PTO members in order to request grants. The principal may bring requests for grants up to $150 to the PTO board. Requests over $150 must be presented to the membership for approval. Grants for individual teachers will be capped at $150 per year unless a budget surplus allows for additional grants to be awarded. The treasurer has the right to pull all or part of this fund as needed to balance the budget.

7.10. No money shall be requested or collected from parents for PTO-related activities or events without the approval of the school administration and the PTO board. All money collected from parents must be submitted to the treasurer and may not be used to directly reimburse an individual for expenses. Requests for reimbursement may be submitted to the treasurer with proper receipts.

7.11. Overlook PTO shall maintain a bank balance sufficient to cover budgeted expenses for the beginning of the succeeding year.

7.12. When Overlook PTO wishes to purchase equipment to be used by Overlook students or personnel, they must comply with Wadsworth City Schools' Board of Education policy, as interpreted and facilitated by the Overlook principal.

ARTICLE VIII

8. Meetings

8.1. Regular meetings of the Overlook PTO shall be held monthly during the school year. The schedule shall be communicated to the Overlook community by the secretary.

8.2. A general meeting of the members may be held by means of teleconference or

other electronic communication facility that permits all participants to hear each other. A member who attends a meeting virtually shall be deemed as present at that meeting.

8.3. The privilege of introducing motions, offering nominations, and voting shall be limited to dues-paid PTO members.

8.4. Those members in attendance shall constitute a quorum for the transaction of business in any general membership meeting of the PTO, providing a minimum of 5 dues-paid members (excepting the president) is present. If 5 members are not present, the meeting will be cancelled.

8.5 The officers may call special meetings with five days written notice given to the membership. No other business than that stated in the call shall be transacted at this meeting.

8.6. In the instance whereby a special meeting is not feasible, the president or officers requiring a poll can initiate an electronic vote. The results of the vote shall be reported at the next general meeting.

8.7. Robert's Rules of Order Revised shall govern Overlook PTO in all cases in which they are applicable and in which they are not in conflict with the bylaws.

ARTICLE IX

9. Amendments

9.1. These bylaws may be amended at any regular meeting of Overlook PTO by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment, given in writing, shall have been given at the previous meeting.

9.2. A committee, under the direction of the vice president, may be appointed to submit a revised version of the bylaws as a substitute for the existing bylaws. The requirements for adoption of the revised bylaws shall be the same as in the case of an amendment.

9.3. Any dues-paying member may propose an amendment to the bylaws providing that the proposal is in writing and is presented to the vice president for consideration.

9.4. Upon approval by the membership, these bylaws shall supersede any other bylaws of this organization.

9.5. These bylaws shall be valid and enforceable in accordance with the aims and objectives of the school board's policy of Wadsworth City Schools.

ARTICLE X

10. Fiscal Year

10.1. The fiscal year of Overlook PTO shall begin on the first day of July and end the last day of June of the following year.