

Bylaws of the Granville Elementary School  
Parent Teacher Organization

Granville, Ohio

Submitted for Approval on May 6, 2014

**Article I: Name**

The name of this organization is the Granville Elementary and Intermediate School Parent Teacher Organization (Granville K-6 PTO) (hereinafter “the Organization”). It is the local K-6 PTO unit.

**Article II: Articles of Organization**

The “Articles of Organization” of a local Parent Teacher Organization includes the bylaws of such organization.

**Article III: Purposes**

Section 1: The objectives of the Organization are to support children and teachers through volunteerism and resources that provide experiences that are educational and enjoyable for all students.

- A. To promote the welfare of children and youth in home, school and community.
- B. To bring into closer relation the home and the school, that parents or guardians and teachers may cooperate intelligently in the education of children.
- C. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantage in physical, mental and social education.
- D. To support the current goals and mission of the school and school district.

Section 2: The objectives of this Organization are promoted through an educational program directed toward parents, teachers, and the general public. The objectives are developed through conferences, committees, projects and programs, and are governed and qualified by the basic policies set forth in Article IV.

**Article IV: Basic Policies**

Section 1: The Organization shall be noncommercial, nonsectarian and nonpartisan.

Section 2: 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 of for any purpose not appropriately related to promotion of the objectives of the Organization.

Section 3: The Organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for any public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise except as outlined in Section 4 below.

Section 4: The Organization shall or shall not participate in school levy campaigns depending on the wishes of its members. The Organization may make monetary contributions and/or approve resolutions in support of a school levy campaign after a vote has been taken at a regular or special meeting of the PTO. Members are to be notified in advance that a vote will be taken.

Section 5: The Organization shall work with the school to provide quality education for its children and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the board of education.

Section 6: 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 without prior member approval.

Section 7: In the event of the dissolution of the Organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954 as from time to time amended.

## **Article V: Membership and Dues**

Section 1: Every individual who is a member of this Organization is entitled to all benefits of such membership.

Section 2: Membership in the Organization shall be made available without regard to race, color, creed or national origin.

Section 3: All Granville Elementary (hereinafter "GES") and Granville Intermediate School (hereinafter "GIS") staff, parents and guardians of GES and GIS students shall be considered members of the Organization.

Section 4: Each member of the Organization may be asked to pay annual dues not to exceed \$10.00 per family or an amount determined by the executive committee. The Executive Committee may determine that members shall pay no dues.

Section 5: Only members of the Organization shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions.

## **Article VI: Officers and Their Elections**

Section 1: Each officer of the Organization shall be a member of the Organization.

Section 2: Officers and their elections

- A. The executive committee of the Organization shall consist of up to two (2) co-presidents, up to two (2) first vice-presidents, two (2) second vice-presidents (who shall be the principals of GES and GIS), a recording secretary, at least one (1), treasurer and up to two (2) optional teacher representatives. Additional officers may be added by the Organization as necessary.
- B. The teacher representative(s) will be designated by the staff of GES and GIS. A representative should be selected by the first general meeting of the Organization in September.
- C. Officers shall be elected by ballot annually before the end of the school calendar year. However, if there is but one nominee for any elective position, it shall be in order to move that the recording secretary cast the elective ballot of the Organization for the nominee, or the vote may be by voice.
- D. Officers shall assume their official duties July 1 of the elected year and shall serve for a term of one (1) year or until the election of their successor.
- E. Officers shall not be eligible to serve more than two (2) consecutive terms in the same office, except the second vice-presidents unless there are no other candidates for the position. A person who has served more than half of a term shall be credited with having served that term.
- F. The immediate past president(s) of the Organization shall remain on the Executive Committee in an advisory capacity for the following year.

Section 3: Nominating committee

- A. There shall be a nominating committee composed of current executive committee members.
- B. Nominations should be sought through newsletters and/or flyers.
- C. Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor or turned into the nominating committee before the election meeting. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.
- D. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section 4: Vacancies

- A. A vacancy occurring in any elective position shall be filled for the unexpired term by a person nominated by one of the co-presidents and voted on at a regular or special meeting. In the event one of the co-presidents vacates his or her position the second co-president or vice president (if no co-president) assumes all responsibility.

## **Article VII: Duties of Officers**

Section 1: The president or co-president shall preside at all meetings of the Organization and of the executive committee; shall perform such other duties as may be prescribed in the bylaws or assigned to him/her by the Organization or by the executive committee and shall coordinate the work of the officers and committees of the organization in order that the objectives may be promoted. Immediate past presidents shall attend the first general meeting of the school year after they leave office.

Section 2: The vice-president(s) shall act as aide(s) to the president(s) and shall perform the duties of the president(s) in the absence or inability of that officer to act.

Section 3: The recording secretary shall record the minutes of all meetings of the organization and shall perform such other duties as may be delegated to him/her.

Section 4: Treasurer

- A. The treasurer(s) shall have custody of all the funds of the Organization: shall keep a full and accurate account of receipts and expenditures and shall make disbursements in accordance with the approved budget, as authorized by the Organization, the executive committee or a special committee. The treasurer shall present the budget for approval at the May general meeting of the Organization.
- B. The treasurer shall present a financial statement at every meeting of the Organization and at other times when requested by the Executive Committee and shall make a full report of the financial condition of the Organization at the September meeting of the Organization.
- C. The treasurer shall be responsible for the maintenance of books of account. The treasurer shall also be responsible for preparing and filing all necessary tax forms.
- D. The treasurer's accounts shall be examined annually by an auditing committee of not fewer than two (2) members and shall include the incoming treasurer and one (1) other general Organization member. These members assure that the treasurer's annual report is correct and shall sign a statement to that fact at the end of the audit report. The auditing committee shall be appointed by the executive committee before the end of the school year. The audit shall be completed by July 1.

Section 6: All officers shall:

- A. Perform the duties prescribed in the parliamentary authority included in Article XIII of these bylaws in addition to those otherwise outlined in these bylaws and those assigned from time to time.
- B. Deliver to their successors all official material at the June Executive meeting of the Organization, with the exception of the treasurer and those committees that have not completed their project.

## **Article VIII: Executive Committee**

Section 1: The duties of the Executive Committee shall be:

- A. To conduct necessary business in the intervals between Organization meetings and such other business as may be referred to it by the Organization;
- B. To create standing committees;
- C. To approve plans of work of the standing committees;
- D. To present a report at the regular meetings of the Organization;
- E. To appoint an auditing committee before the end of the school year to audit the treasurer's accounts;
- F. To prepare and submit to the Organization for approval a budget for the fiscal year;
- G. To approve unbudgeted expenses under \$200.00. Unbudgeted expenses between \$201.00 and \$499.00 must be voted on at either a regular or special meeting. Any expenses over \$500.00 not associated with a previously budgeted event must be voted on at a regular meeting.

Section 2: Meetings of the Executive Committee shall be held at the discretion of the president(s) during the school year. A majority of the Executive Committee may be called by the president(s) or by a majority of the members of the committee.

## **Article IX: Meetings**

Section 1: Regular meetings of the Organization shall be established by the Executive Committee and electronically published in a yearly calendar.

Section 2: Special meetings may be called by the executive committee.

Section 3: The regular meeting in May shall have new and old board members in attendance.

Section 4: The officers and chairpersons shall submit yearly reports at the May meeting. The treasurer shall also submit the proposed budget for the following school year in accordance with Article VII, Section 4 of these bylaws.

Section 5: A quorum shall exist as long as all of the Executive Board are present (including proxy or conference call) at the regular meeting.

Section 6: The privilege of holding office, introducing motions, debating and voting shall be limited to members of the Organization.

## **Article X: Standing and Special Committees**

Section 1: The Executive Committee may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the Organization. The term of each chairperson shall be one (1) year or until the selection of his/her successor.

Chairpersons associated with a fund-raising activity shall not be eligible to serve more than two (2) consecutive terms on the same committee. This restriction may be waived at the discretion of the executive committee.

Section 2: The chair-person of each standing committee shall provide a plan of action which includes a budget to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee.

Section 3: The power to form special committees and appoint their members rests with the Organization (unless stated otherwise within the bylaws).

Section 4: The president shall be an ex-officio member of all committees.

#### **Article XI: Fiscal Year**

The fiscal year of the Organization shall begin on July 1 and end on the following June 30.

#### **Article XII: Parliamentary Authority**

Robert's Rules of Order (Newly Revised) shall govern the Organization in all cases in which they are applicable.

#### **Article XIII: Amendments**

Section 1: These bylaws may be amended at any regular meetings of the organization by a two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment shall have been given prior to the meeting.

Section 2: A committee may be appointed to submit a revised set of bylaws as a substitute of the existing bylaws only by a majority vote at a meeting of the Organization or by a two-thirds (2/3) vote of the Executive Committee. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 3: These bylaws shall be reviewed by the Executive Committee at least every three (3) years after approval.