



HILLIARD CROSSING SCHOOL PARENT-TEACHER ORGANIZATION BYLAWS

ARTICLE I: Name

The name of this organization is the Hilliard Crossing Parent-Teacher Organization of the Hilliard Crossing School at 3340 Hilliard-Rome Road, Hilliard, OH 43026, hereinafter referred to as the PTO.

ARTICLE II: Purpose

Section 1: The PTO is organized exclusively for the charitable, scientific, literary, and/or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Service or corresponding section of any federal tax code.

Section 2: In keeping with this purpose, the PTO shall provide a structure and organization:

- a. To promote the welfare of each student.
- b. To promote the communication and cooperation between home and school regarding the education of all students.

ARTICLE III: Basic Policies

Section 1: The PTO exists as a nonprofit, unincorporated organization. These Bylaws shall be deemed the governing articles of the organization. They can be amended at a regular meeting by two-thirds vote of the members present and voting. The general membership shall be given a 30 day notice and said amendment before putting it to a vote.

Section 2: The PTO shall be noncommercial, nonsectarian, and nonpartisan.

Section 3: The name of the PTO or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purpose of the PTO.

Section 4: The PTO shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for any public office.

Section 5: The PTO shall work with the school to provide quality education.

Section 6: The PTO shall cooperate with the school to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control the policies.

- Section 7: The PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO.
- Section 8: The fiscal year and all terms of office shall begin on July 1st and end on June 30th.
- Section 9: No part of the net earnings of the PTO shall inure to the personal benefit of, or be distributed to members, officers or other private persons except that the PTO shall be authorized and empowered to pay reasonable compensation upon motion or Executive Board decision for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article II hereof.
- Section 10: Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of Internal Revenue Code or by an organization , contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.
- Section 11: Upon the dissolution of the PTO, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE IV: Membership

- Section 1: Membership in the PTO includes all parents and guardians of children attending Hilliard Crossing School without regard to race, color, creed, or national origin, the principal of Hilliard Crossing School, or an appointed representative, teachers of the Hilliard Crossing School, and all employees of the Hilliard Crossing School who subscribe to the purpose and basic policies of the PTO.
- Section 2: Only members of the PTO shall be permitted to serve in any of its elective or appointive positions.
- Section 3: Only members of the PTO shall have the privilege of introducing motions, debating, and voting at meetings of the PTO.

ARTICLE V: General Meetings

- A. Monthly meetings will be held during the school year.
- B. A majority shall constitute a quorum.
- C. Special meetings may be called by the president or by the Executive Committee upon three day notification of each member.

ARTICLE VI: Officers / Executive Committee

Section 1: The officers of the PTO shall be:

- a. President
- b. President-elect
- c. Secretary
- d. Treasurer
- e. Treasurer-elect

Section 2: The officers shall constitute the Executive Committee

Section 3: The Executive Committee may by consensus make expenditures of no more than \$100.00.

Section 4: The Executive Committee shall meet with the principal for planning purposes on an as needed basis.

Section 5: Each term of Executive office is for one year beginning July 1st and ending June 30th. The office of Treasurer may be a term of no more than two years.

Section 6: Members of the Executive Committee shall sign a Conflict of Interest Policy at the beginning of each school year.

Section 7: The Executive Committee shall have all the powers and duties necessary or appropriate for the administration of the affairs and financial responsibilities of this PTO, in accordance with the bylaws.

ARTICLE VII: Officers – Elections

Section 1: A nominating committee consisting of the president-elect, two active PTO members, and the principal shall be appointed by March of each year.

- A. This committee shall select one nominee for each office to be filled.
- B. Nominees for the office of president-elect are to be selected from the active PTO members.
- C. The slate shall be presented at the April meeting of each year with elections to be held by May 30th.
- D. Only a member who has consented to serve if elected shall be eligible for nomination by the committee.
- E. The office of President and President-Elect shall be a one-year term. The office of Secretary, Treasurer and Treasurer-Elect shall be no more than a two-year term.

Section 2: The Executive Committee shall fill vacancies occurring during the year by a majority vote of the committee. In case of a vacancy in the office of president, the president-elect shall assume office. A vacancy in the office of treasurer shall be filled by the treasurer-elect.

ARTICLE VIII: Duties of Officers

- Section 1: The president shall preside at all meetings of the organization; shall perform such duties as may be prescribed in these Bylaws or assigned to him/her by the organization; shall coordinate the work of the officers and committees; and meet with the principal to keep him/her abreast of all organizational activities.
- Section 2: The president-elect shall act as an aide to the president and serve in his/her absence. The president-elect shall serve as president in the following year.
- Section 3: The secretary shall record and report on all minutes of the organization. He/she shall receive all correspondence to the organization and make appropriate responses. The secretary shall, within 10 days after a general meeting, make available copies of the minutes from the meeting.
- Section 4: The treasurer shall:
- A. Have custody of all funds of the organization and shall keep a full and accurate account of all receipts and expenditures as stipulated by Ohio Revised Code.
 - B. Present a financial statement at each meeting.
 - C. The records shall be examined annually by an auditing committee appointed by the president. They shall certify this statement with their signature. This report shall be made to the Executive Committee and is to be kept in the PTO records at the conclusion of the fiscal year.
 - D. All bills must be submitted to the treasurer for reimbursement from the proper funds, using the proper paperwork, i.e. check reimbursement form. All requests must be accompanied by receipt.
 - E. The treasurer shall reconcile monthly bank statements and present it to the PTO president or principal within 10 days of the most recent bank statement.
 - F. All currency deposits must be counted by two (2) persons and verified by the treasurer before deposit.
- Section 5: The treasurer-elect shall act as an aide to the treasurer and serve in his/her absence. The treasurer-elect shall serve as treasurer in the following year or at the end of the current treasurer's term, which shall be no more than two years.
- Section 6: Each officer shall maintain written records and pass them on to his/her successor within 14 days after term of office.

ARTICLE IX: Committees

- Section 1: The Executive Committee shall create committees and appoint chairpersons whose terms of office shall be concurrent with the officers.

Section 2:

- A. The chairpersons of the committee shall present plans to the Executive Committee and a yearly report to the membership. No committee work can be undertaken without approval.
- B. The president and principal shall be ex-officio members of all committees.
- C. The chairpersons of committees shall maintain written records and pass them on to his/her successor within 14 days after term of office.

Section 3: Committee Duties and Responsibilities

Auditor:

The auditor is responsible for verifying the monthly bank statements and check register. The auditor shall also assist the Executive Committee with a yearly audit and reconciliation. The auditor shall report to the Executive Committee any failure of the treasure in giving the Executive Committee a copy of bank statements and the electronic register in a timely manner and also report any questionable entries (unexplained fees, charges, payments, etc.)

Room Parent Coordinators:

The coordinator is responsible for sending out a flyer to obtain room parent volunteers for all classrooms. He/She shall then organize the volunteers and explain to them what is involved in hosting two class parties during the year (one in December and one in May).

Enrichment:

The coordinator shall solicit and coordinate after school enrichment activities. A handout shall be compiled and sent home with each student with details of each activity that is being offered.

Membership:

The membership chairperson is in charge of sharing PTO information at events (i.e. meet the teacher, kindergarten screening, parents welcome) and developing a packet of information to hand out to new families.

A. Volunteer Coordinator:

The coordinator shall compile a volunteer handbook and an inventory listing of all volunteer's interests, to be compiled and printed by the October PTO meeting.

B. Family Directory Coordinator:

The coordinator shall compile, print and distribute the Hilliard Crossing Family Directory

C. Kindergarten Welcome Coordinator:

The coordinator shall organize a welcome evening for all incoming kindergarten families. The evening should include information about school events, PTO, a tour of the school and a question/answer session. A handout will be given to each family. Refreshments should be provided.

Fund Raising Coordinators:

The coordinators are responsible for developing effective fund raising activities consistent with the standards established for and by the school organizing the individual fund raising projects and submitting post project reports.

A. Community Rewards Committee:

This committee is responsible for collecting and distributing information via an information packet, individual flyers, and/or school newsletter to PTO members regarding a variety of community reward programs such as Box Tops for Education, Campbell's Labels for Education, Giant Eagle Apples for Students, Meijer Rewards, Target Rewards, GFS Fun Funds, etc. The committee will also collect, cut, count, and mail (twice a year) all reward Box Tops or Labels throughout the school year.

B. T-shirt Sale Coordinator:

The coordinator is responsible for organizing a T-shirt sale. She/He is responsible for choosing the t-shirt design(s), arranging of printing, distribution, etc. She/He shall send out a flyer showing the T-shirt design(s), sizes and prices.

C. Cashola Coordinator:

The coordinator shall arrange a monthly Cashola night with area businesses (i.e. Donatos, Max and Erma's). She/He shall send home a flyer each month with the appropriate information needed for each Cashola night.

D. Fall Fundraiser Coordinator:

The coordinator shall be in charge of organizing the fall fundraiser, which includes distributing, and collecting the fundraising packets, working with the fundraising chairperson, and obtaining and organizing any volunteers needed.

E. Kids Night Out Coordinator:

The coordinator shall organize two fun nights for the students during the school year. There shall be five activities, which should include a craft, games, a movie, and a snack. She/He is responsible for sending home flyers for volunteers and a flyer to pre-register/pre-pay for the night out.

Inter-School PTO Delegate(s):

Delegates (or their alternate) shall attend the meetings of the Hilliard Inter School Parent Teacher Organizations and shall report on these meetings to the PTO and Executive Committee.

Social Coordinators:

The coordinators shall consist of one member of the faculty and two members of the PTO. The coordinators shall organize activities that provide for social interaction among parents, teachers, and students.

A. Carnival Coordinator:

The coordinator shall be responsible for organizing the annual carnival held in October. She/He is responsible for sending out flyers, set-up, clean up, and obtaining and organizing all volunteers needed for the carnival.

1. Carnival Prize Coordinator:

The coordinator is responsible for ordering prizes for the Fall Carnival. She/He shall be in charge of setting up, running and tear down of the prize table during the carnival.

2. Carnival Silent Auction Coordinator:

The coordinator is responsible for organizing the silent auction, which is held in the school library during the carnival.

B. Holiday Secret Shop Coordinator:

The coordinator shall be responsible for organizing the secret shop. They shall be responsible for ordering the items, set-up, clean up and obtaining and organizing volunteers that may be needed to run the event.

C. Family Dance Coordinator:

The coordinator shall work with Ms. Leidheiser to organize the family dance held each spring. She/He is responsible for providing refreshments, usually drinks and popcorn/cookies.

D. Hot Dog Dinner Coordinator:

The coordinator is responsible for obtaining and organizing volunteers to help set up, clean up, serve and collect the money during the dinner, which is held on Meet the Teacher Night.

E. Doughnuts with Dad Coordinator:

The coordinator organizes an annual doughnut breakfast for students and their Dads, which takes place in the fall. This person will need to create a flyer to send home about the event, purchase doughnuts, drinks, make sure that other supplies needed are available, set up and get volunteers to help serve the refreshments.

F. Muffins with Mom Coordinator:

The coordinator organizes an annual muffin breakfast for students and their Moms, which takes place in the spring. This person will need to create a flyer to send home about the event, purchase muffins, drinks, make sure that other supplies needed are available, set up and get volunteers to help serve the refreshments.

School Message Board Coordinator:

The chairperson shall be responsible for updating the school sign on Rome Hilliard Road with current school activities.

Book Fair Coordinator:

The chairperson shall coordinate the Scholastic Bookfair held in February each year. This includes ordering books, unloading, set-up in the library, clean up and obtaining and organizing volunteers.

Hospitality Chairperson:

The chairperson shall arrange for refreshments to be served at school functions during the school year, i.e. conference dinner, ISPTO, music programs, safety patrol, Board of Education meeting, D.A.R.E Graduation refreshments, etc.

A. Teacher / Staff Appreciation Committee:

This subcommittee handles all arrangements for Teacher / Staff Appreciation.

B. Fifth Grade Celebration Committee:

This subcommittee handles all arrangements for Fifth Grade Celebration events, i.e. End of year party and Graduation.

C. Volunteer Appreciation Committee:

This subcommittee shall handle all arrangements for a PTO volunteer recognition event at the end of the year.

Publicity & Newsletter Chairperson:

The chairperson shall publicize activities of the school in the local newspapers and shall coordinate PTO information for the monthly school newsletter.

Bookroom Coordinator:

The coordinator shall assist the Literacy Coordinator with organizing books in the bookroom. She/He is also responsible for collecting books from classrooms and returning them to the appropriate area in the bookroom on a weekly basis. She/He will assist the Literacy Coordinator with a year-end inventory.

School Store Chairperson:

The chairperson shall coordinate the pre-school sale and the weekly sale of school supplies. The school store will sell only those items appropriate to students' needs, with profits used by PTO for the benefit of the school.

A. School Supply Sale Coordinator:

The coordinator shall be responsible for organizing the pre-school sale in August. She/He is responsible for ordering the supplies, set-up, clean up and obtaining and organizing the volunteers for the sale.

Community Liaison Chairperson:

The chairperson shall attend school board meetings and reports to the PTO Executive Committee. He/she will make the meeting agenda and minutes provided by the school board available to the PTO board.

Scrapbooking Coordinator:

The chairperson shall organize a scrapbook of photographs of school events.

Publishing Shop Chairperson:

The chairperson shall be responsible for the ordering of supplies and coordination of volunteers to staff the publishing shop, which takes a child's creative work from a rough draft to a book form.

Teacher Representative:

The teacher representative shall serve as a liaison between the school faculty and the PTO Executive Committee.

ARTICLE X: Parliamentary Authority

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

Revised January 2010