

**RIDGEWOOD ELEMENTARY SCHOOL
PARENT-TEACHER ORGANIZATION
BYLAWS**

ARTICLE I: Name

The name of this organization is the Ridgewood Parent-Teacher Organization of the Ridgewood Elementary School at 4237 Dublin 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 Ridgewood Elementary without regard to race, color, creed, or national origin, the principal of Ridgewood Elementary, or an appointed representative, teachers of the Ridgewood Elementary, and all employees of Ridgewood Elementary 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.

- D. A member of the general membership may request to the President to be placed on the agenda for any special considerations or concerns to be expressed at an executive committee meeting.

ARTICLE VI: Officers / Executive Committee

Section 1: The officers of the PTO shall be:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Assistant Treasurer
- f. IPSTO Representatives (2)

Section 2: The officers shall constitute the Executive Committee

Section 3: The Executive Committee may by consensus make expenditures of no more than \$1,500.00

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.

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: There shall be a nominating committee consisting of 5 members, 1 to be the school principal; 2 of whom shall be elected by the executive committee of its body; and 2 from the general membership of the PTO appointed by the principal prior to election. This committee shall meet, upon the call of the principal, to elect one of its members to serve as chairman.

A. This committee shall select at least one nominee for each office to be filled.

- B. The slate shall be presented at the April meeting of each year with elections to be held by May 30th.
- C. Only a member who has consented to serve if elected shall be eligible for nomination by the committee.
- D. No person shall serve more than two (2) consecutive terms in the same office. A person who has served more than one-half of a term shall be credited with having served that term.
- E. Elections may be taken on the floor the day of the election.
- F. Treasurers must be able to track and record finances in accordance with GAAP.

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 vice president shall assume office. A vacancy in the office of treasurer shall be filled by the assistant treasurer.

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 vice president shall act as an aide to the president and serve in his/her absence.

Section 3: The secretary shall record and report on all minutes of the organization and executive committee meetings. The secretary shall, within 5 days after a general meeting, make available copies of the minutes from the meeting, and the minutes shall be posted online.

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 assistant treasurer shall act as an aide to the treasurer and serve in his/her absence.

Section 6: The inter-school council delegates shall:
A. Delegates shall attend the meeting of Hilliard City Schools Inter-School Council of Parent-Teacher Organizations.
B. Report information from these meetings to the PTO.

Section 7: 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

Walk a Thon Coordinator:

The Walk a Thon Coordinator organizes and executes the fall fund-raiser.

Carn-A-Fair Coordinator:

The Carn-A-Fair Coordinator organizes and executes the Spring Fundraiser.

Room Parent Coordinator:

The Room Parent Coordinator is responsible for recruiting room parent volunteers for all classrooms. He/she will conduct a meeting of orientation and other informational meetings requiring cooperation of all the room parents. This will include explaining what is involved in hosting two class parties during the year (one in December and one in May), teacher gifts, and PTO fundraisers and activities.

Hospitality Coordinator:

The Hospitality Coordinator is responsible for organizing activities where refreshment or hospitality services are needed for the students, staff and administrators. These activities include providing refreshments for open houses, teacher/staff dinners (during parent teacher conferences), and other PTO activities. The Hospitality Coordinator is also responsible for planning teacher appreciation week, Meet the Teacher Day, First Day/Kindergarten Kick-Off event.

Volunteer Coordinator:

The Volunteer Coordinator surveys the parents as to areas they may wish to volunteer, compiles and distributes the results of the survey. The Volunteer Coordinator is also the main administrator of the PTO's sign-up genius account.

Wellness Committee Coordinator:

The Wellness Coordinator organizes group of PTO members to work with the principal to offer wellness activities throughout the year including Wellness meetings, Taste Test Tuesdays, Fruit and Veggie Rewards, Earth Day activities, Carn-A-Fair Wellness Room.

Teacher Representative: (at least 2)

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.

Adapted: September 6, 2016