

**Hilliard Davidson High School
Parent Teacher Organization Bylaws**



Article I **Name**

Section I The name of the organization shall be the Hilliard Davidson High School Parent Teacher Organization (PTO).

Article II **Purpose and Objectives**

Section I To promote the welfare of all students and to bring into closer relationship the home and the school so that parents and teachers may cooperate intelligently in the education of the students.

Section II The Hillard Davidson High School PTO is organized exclusively for charitable and/or educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

Article III **Membership**

Section I The membership of this organization will be made up of parents and/or guardians for a student at Hilliard Davidson High School. The principals, teachers, and staff employed at Hilliard Davidson High School.

Section II No dues are required for membership.

Section III Members have the right to attend and participate in all meetings and activities including the right to motion, vote, and hold office unless otherwise prohibited.

Article IV **Policies**

Section I The Hillard Davidson High School PTO exists as a nonprofit organization. These bylaws shall be deeded the governing articles.

Section II No part of the activities of the Hillard Davidson High School PTO shall be used in an attempt to influence legislation, or participate in or intervene in any political campaign on behalf of or opposition to any candidate for public office (including the publishing or distributing of statements).

Section III Notwithstanding any other provisions of these Articles, the ISPTO 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 the Internal Revenue Code or the corresponding section of any future federal tax code.

Article V **Executive Committee**

Section I The Executive Committee shall be composed of all the executive officers of this organization, as provided by Article VI, and appointed Committee chair people.

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Article VI **Term of Office**

Section I The Executive Officers shall be:

President or Co-Presidents (not a Hilliard Davidson High School staff person)

Vice President (not a Hilliard Davidson High School staff person)

Secretary

Treasurer or Co-Treasurers (not a Hilliard Davidson High School staff person)

Two delegates to Hilliard Inter-School Council Parent Teacher Organization

The terms of these offices shall be one year, effective July 1 to June 30, concurrent with the fiscal year.

Article VII **Duties of Executive Officers**

Section I The President or Co-Presidents shall preside and conduct all meetings, enforce all rules, appoint committees, and be an ex-officio member of all committees, maintain communications between Hilliard Davidson staff and parents via PTO newsletter and website.

Section II The Vice-President shall assist the President/Co-presidents. The Vice President shall chair meetings in the absence of the President or Co-Presidents. The Vice President shall assume presidency in the event of the vacancy of this office. The Vice-President shall assist the President by facilitating communications between the high school staff, students, and parents.

Section III The Secretary shall keep records of all regular and special meetings, attend to all correspondence, and provide written minutes of the meetings.

Section IV The Treasurer or Co-Treasurers shall be responsible for all monies of the organization; shall present a written treasurer's report as to receipts, disbursements, and balance-on-hand at each regularly scheduled meeting; shall oversee fundraisers, and shall pay authorized bills within 30 days of receipt.

Section V The delegates to Inter-School Council shall represent this organization in all matters relating to Inter-School Council business. The delegates shall report at each regularly scheduled meeting concerning matters coming before the Inter-School Council. The delegates shall officially represent the views of Hilliard Davidson High School PTO at Inter-School Council Meetings.

Section VI Any office, with the exception of President, which becomes vacant during the school year, shall be filled by the appointment of Executive Officers.

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Article VIII Meetings

- Section I Regularly scheduled meetings shall be held on the second Monday of each month during the school year at 7 pm or at a time and place determined by the executive board. Zoom or equivalent is an acceptable forum.
- Section II A special meeting may be called by the president, and two members of the executive board, or five general members submitting a written request to the secretary. Notice of the special meeting shall be made to members at least ten days prior to the meeting.
- Section III A quorum shall consist of those present at any regular or special meeting of the Hilliard Davidson High School PTO with at least three Board members present. Every act or decision done or made by a majority of the members present at a scheduled meeting is considered an act of the Hilliard Davidson High School PTO.
- Section IV PTO meetings may be held monthly from September through June or at the discretion of the President /Co-Presidents.
- Section V Voting may take place at a meeting, by email, or other electronic form of communication. Electronic voting may be held amongst members of the Executive Officers to transact business that cannot be held until the next regularly scheduled meeting. All responses should be made via “reply all” to establish a quorum, for transparency, and in order for the recording secretary to take accurate minutes. The results of the vote shall be confirmed promptly in writing, email, or other electronic form of communication. All actions by the Executive Officers should be reported and recorded at the next regularly scheduled meeting.

Article IX Elections

- Section I Nomination of Officers – A single slate of nominees shall be presented 30-days prior to the last regularly scheduled meeting. Additional nominations may be made from the floor with the consent of the nominee.
- Section II Officers shall be elected at the last regularly scheduled meeting of the school year.
- Section III Any elected office that becomes vacant shall be filled by presidential appointment with majority approval at the next general membership meeting. In the event of a vacancy in the office of president, the vice president shall assume the office, as president and a new vice president shall be appointed.

Article X Funds

- Section I The Fiscal year shall be from July 1 to June 30.
- Section II The funds that may become available to this organization shall be spent upon the approval of the PTO membership.

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Section III A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present at the next membership meeting.

Section IV The Executive Committee shall assume responsibility for creating a budget proposal for the upcoming fiscal year, to be voted upon at the first regularly scheduled meeting.

Section V An annual audit shall be conducted prior to the conclusions of each fiscal year by a person deemed qualified to conduct said audit.

Article XI **Non-Liability of Officers**

Section I The elected officers and members of the executive committee shall not be personally liable for debts, liabilities, or other obligations of the Hilliard Davidson High School PTO.

Section II The elected officers and members of the executive committee shall be indemnified by the Hilliard Davidson High School PTO to the fullest extent permissible under the laws of the State of Ohio.

Article XII **Rules of Procedure**

Section I Robert's Rule of Order shall govern this organization in all cases except where they are in disagreement with the by-laws of this organization.

Article XIII **Amendments**

Section I These by-laws may be amended at a regularly scheduled Hilliard Davidson High School PTO meeting by two-thirds (2/3) vote of the members present, assuming a quorum is present, providing that notice to all members of the Hilliard Davidson High School PTO is given prior to the meeting.