

Bylaws of Hilliard Memorial Middle School Parent Teacher Organization

ARTICLE I. Name

Section 1. The name of the organization shall be Hilliard Memorial Middle School Parent Teacher Organization, Inc., also known as Hilliard Memorial Middle School PTO.

ARTICLE II. Purpose

Section 1. The purpose of the Hilliard Memorial Middle School PTO is to foster a sense of community among the students, their families and the staff of Hilliard Memorial Middle School by enhancing education, promoting communication and encouraging involvement by all parties.

Section 2. Hilliard Memorial Middle 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 1. Membership in the Hilliard Memorial Middle School PTO is open to all parents and legal guardians of students attending Hilliard Memorial Middle School, the principal of Hilliard Memorial Middle School and the staff of Hilliard Memorial Middle School. Membership is offered without regard to race, religion, creed, sex, sexual orientation, age, or national origin.

Section 2. No dues are required for membership. However, voluntary donations will be accepted.

Section 3. Members shall have the right to attend and participate in all meetings and activities of the organization and shall have the right to introduce motions, vote on all issues before the membership, elect officers, and hold office.

ARTICLE IV. Policies

Section 1. The Hilliard Memorial Middle School PTO exists as a nonprofit, nonsectarian and nonpartisan organization. These bylaws shall be deemed the governing articles of the organization.

Section 2. No part of the activities or net earnings of the Hilliard Memorial Middle School PTO shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized

and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Two hereof.

- Section 3. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- Section 4. Notwithstanding any other provisions of these Articles, the Hilliard Memorial Middle School PTO shall not carry on any other activities not permitted to be carried on (a) by a corporation 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, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- Section 5. The Hilliard Memorial Middle School PTO shall cooperate with Hilliard Memorial Middle School to support improvement of education in ways that will not interfere with the administration of the school and shall not seek to control policies of the school.
- Section 6. Upon dissolution of the Hilliard Memorial Middle School PTO, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE V. Officers, Elections and Vacancies

- Section 1. The officers shall be president (or co-presidents), vice president, secretary, and treasurer. These officers shall constitute the executive board in addition to the school principal. A teacher representative may be present should one be designated.
- Section 2. A slate of candidates will be presented at the membership meeting held one month prior to the election. At that meeting, nominations may also be made from the floor, with the consent of the nominee. Elections will be held at the last meeting of the school year. Voting shall be by voice vote if a slate of one

candidate per position is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Officers are elected for one year effective July 1st to June 30th and may serve no more than two consecutive terms in the same office unless there are no interested parties to fill the position. Each person elected shall hold only one office at a time.

Section 4. The elected officers shall not be personally liable for debts, liabilities or other obligations of the Hilliard Memorial Middle School PTO.

Section 5. The Hilliard Memorial Middle School PTO has adopted a Conflict of Interest Policy applicable to all officers, Executive Committee Members, and committee chairpersons. The Policy is available on the Hilliard Memorial Middle School website under PTO.

Section 6. An officer failing to adequately participate in, or fulfill the duties of his or her office may be subject to removal from office by a majority vote of the members present at the next regular or special meeting of the organization. In addition, if an officer is suspected of serious allegations that jeopardize the safety of the students or staff at the school or of having harmed the organization, a majority of the officers can vote to suspend an officer, pending a vote for removal by a majority of the members present at the next regular or special meeting. In either case, such officer is entitled to a written notification from the president or the school principal at least two weeks prior to the vote regarding removal.

Section 7. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled membership meeting, a new vice president will be elected. If there is a vacancy in any other office during the year, the vacancy will be filled by executive board appointment.

ARTICLE VI. Duties of Executive Board and Officers

Section 1. The duties of the executive board shall be to transact business between meetings in preparation for the general membership meeting, create standing rules and policies to be voted on by the membership, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership. All members of the executive board shall attend meetings of the organization (monthly executive officer meetings, monthly PTO meetings, and other meetings, as needed) and should assist in the creation of the agenda for the monthly PTO meetings. All members of the executive board should communicate in a timely manner.

Section 2. The PTO President shall:

- Preside at all meetings of the organization (monthly executive officer meetings, monthly PTO meetings, and other meetings, as needed)
- Perform such duties as may be prescribed in the PTO by-laws or assigned to him/her by the organization
- Coordinate the work of the executive officers and committees
- Meet with the Principal to keep him/her abreast of all organizational activities, as needed
- Contact Principal for agenda items prior to monthly executive officer meeting and create the agenda for the monthly PTO meetings, with the assistance of the other executive officers
- Write checks, make deposits, and fulfill cash box requests, as needed, in the absence of Treasurer. Monthly accounting to the Treasurer is required for any officer drawing checks for the organization.
- Schedule a forms audit as needed and attend audit to answer questions, if needed
- Schedule a financial audit at the end of the year, including outgoing and incoming executive officers as needed, to be performed by independent sources (parent volunteers, ISPTO Treasurer, etc.)

Section 3. The PTO Vice President shall:

- Act as an aide to the President and perform the duties of the President in her/his absence
- Assume the responsibilities of a committee chairperson, in the event that the existing committee chairperson is unable to fulfill their duties, until a new chairperson is appointed
- Attend financial audit meeting at the end of the year as needed

Section 4. The PTO Secretary shall:

- Provide sign in sheet at monthly PTO meetings requesting name and email address of attendees
- Record and report on all minutes at executive officer meetings and PTO meetings
- Make available copies of the minutes from the meeting, within 14 days after the meeting. Forward minutes to meeting attendees and regular attendees, even if not in attendance
- Forward minutes, as well as other documents as needed, to the building website administrator for posting to PTO website

- Type and forward agenda to President for approval then to executive officers and regular monthly PTO meeting attendees, prior to the monthly PTO meetings
- Receive all correspondence to the organization and make appropriate responses
- Provide the ISPTO with a list of current officers and contact information; a list of proposed fund-raising activities for the ensuing school year and a copy of the most recent charter documents (if they have been changed).
- Attend financial audit meeting at the end of the year as needed

Section 5. The PTO Treasurer shall:

- Attend the yearly ISPTO Treasurer's training.
- Maintain custody of all funds of the organization and keep a full and accurate account of all receipts and expenditures
- Provide a written financial statement that is in balance with the bank at every Executive Officer meeting and PTO meeting. A copy of the reconciled bank statement and the financial report indicating that organization is in balance must be provided to the officers of the organization on a monthly basis. Provide financial reports and check book to President, if unable to attend a meeting
- Check PTO mailbox in school office on a regular basis
- Reconcile monthly bank statements
- Process Reimbursement Requests within 10 business days
- Deposit cash box return and cash deposit within 3 business days of the end of event
- Write checks as needed (proper paperwork required)
- Deposit checks according to Financial Procedures
- Verify all currency deposits before depositing at bank (May also be completed by President)
- Lead the annual budget development process in August
- Present the budget for approval at the September PTO meeting
- File Form 990/990EZ, the annual IRS return required for 501(c)(3) groups by November 15th. Supply copy of its most recent Form 990 or Form 990EZ to the ISPTO Treasurer/designee
- File with the Attorney General's Office each year prior to November 15th to maintain our 501(c)3 status. Supply a certificate indicating that filing requirements with the Ohio Attorney General have been met to the ISPTO Treasurer/designee
- Ensure Fidelity Bond is paid yearly
- Attend forms audit as scheduled, to provide all paperwork requested and answer questions, if needed

- Attend financial audit and provide all paperwork requested and answer questions

Section 6. School Principal:

- Serve as an advisor in the matters of school policies and school functions

ARTICLE VII. Meetings

Section 1. Membership meetings shall be held monthly during the school year with a date and time to be decided at the first official meeting. A monthly meeting may be cancelled if there is no need for a meeting and the members vote it acceptable.

Section 2. A special meeting may be called by the president, any 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 10 days prior to the meeting by flyer, postal mail, email, text, phone call or social media.

Section 3. A quorum shall consist of those members present at any membership or special meeting of the Hilliard Memorial Middle School PTO with at least half the number of executive 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 Memorial Middle School PTO.

ARTICLE VIII. Committees

Section 1. Committees may consist of members and executive board members, with the president acting as an ex officio member of all committees with the exception of the nominating committee.

Section 2. The executive board shall create such standing committees as it may deem necessary to promote the objectives and carry out the work of the Hilliard Memorial Middle School PTO. The chairperson of a standing committee shall present plans of work that include a budget to the executive board for approval. No standing committee work shall be undertaken without the consent of the executive board.

Section 3. There shall be a minimum of one delegate to the Hilliard Interschool Parent Teacher Organization (ISPTO). The delegate shall attend ISPTO meetings and officially represent the interests of Hilliard Memorial Middle School PTO. The delegate shall present a report about matters coming before the ISPTO to the membership at regular meetings and, when requested by the executive board, at any special meetings.

Section 4. The ISPTO Representative shall:

- Represent the PTO in all matters relating to Inter-School PTO Council business and report regularly to the general membership concerning matters coming before the Inter-School PTO Council
- Attend meetings of the organization (monthly PTO meetings, and other meetings, as needed)
- Communicate in a timely manner

Section 5. The executive board may appoint additional committees as needed.

ARTICLE IX. Finances

Section 1. The fiscal year shall be from July 1st to June 30th.

Section 2. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present at a general membership meeting.

Section 3. The treasurer shall keep accurate records of any disbursements, income, and bank account information. The treasurer will provide a financial report at each membership meeting and at other times during the year when requested by the executive board.

Section 4. The executive board shall approve all expenses of the organization. Any purchase made by the Hilliard Memorial PTO must be for products and/or services that serve the greater good of Hilliard Memorial Middle School student population or staff.

Section 5. Monies derived from Hilliard Memorial Middle School PTO functions and other sources shall be deposited in the treasury no later than weekly. Recommendations for expenditures over \$500, not already listed on the approved line item budget, will be voted on at a general membership meeting. All other expenditures that are in line with the purpose of the Hilliard Memorial Middle School PTO may be approved by the majority of the executive committee.

Section 6. Two authorized signatures shall be required on each payment request form for any purchases that have not previously been approved as a budget item. Authorized signers on checks shall be the treasurer, president, vice president, and secretary.

Section 6. The ledger book shall be audited at the end of the school year. The treasurer shall provide Hilliard City School District Preschool PTO financial records to any person(s) designated by a vote of the Executive Committee at the last scheduled

meeting of the school year. The audit shall be completed by no later than October 1st of the following school year.

ARTICLE X. Parliamentary Authority

Section 1. Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

ARTICLE XII. Amendment of Bylaws

Section 1. These bylaws may be amended at any membership or special meeting, providing that notice to all members of the organization is given prior to the meeting. Notice may be made by flyer, postal mail, e-mail, text, phone call or social media. Amendments will be approved by a two-thirds vote of those present at the meeting, assuming a quorum is present.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at a meeting of the PTO or by a majority vote of the Executive Committee.

These bylaws of the Hilliard Memorial Middle School PTO were adopted on January 6, 2020.

Kristi Klise, President

Lauri Dever, Vice President

Karen Poling, Treasurer

Kathe Daniel, Secretary