

**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: This corporation is organized exclusively for charitable, educational, and scientific 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.

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 : No substantial part of the activities of the PTO shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the PTO 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 5 : The PTO shall work with the school to support the provision of 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 benefit of, or be distributable to its members, trustees, 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 (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 11 : Upon the dissolution of the 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 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 of officers and committee leaders 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. ISPTO 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.
- Section 8: To be eligible to serve as an ISPTO Representative, an individual must have served in a PTO leadership capacity for at least two years prior to assuming the position of ISPTO Representative. "PTO leadership capacity" means serving either as an Officer or Coordinator or Co-Coordinator of one of the Committees listed in Article IX. For example, if an individual served one year as a Committee Coordinator and a subsequent year as Secretary, that individual would satisfy this requirement.

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.
- G. Only those PTO members who satisfy the eligibility requirements of Article VI Section 8 may be nominated for ISPTO Representative.

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 at the end of the school year by an auditing committee. At the last scheduled meeting of the school year, the Executive Committee shall designate by vote the auditing committee. The treasurer shall provide PTO financial records to the auditing committee. The audit shall be completed prior to the start of the following school year. The auditing committee shall certify their auditing report with their signatures. 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 ISPTO delegates shall:

- A. 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.

Silent Auction Coordinator:

The Silent Auction Coordinator organizes and executes the Silent Auction, a fundraiser.

Room Parent Coordinator:

The Room Parent Coordinator is responsible for recruiting room parent volunteers for all classrooms. He/she will communicate responsibilities and expectations to room parents via written or verbal communications. This will include explaining what is involved in hosting two class parties during the year (one in December and one in the spring), 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.

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, Earth Day activities, and recycling/composting awareness.

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

Adopted as Amended: April 2, 2019

Proposed amendments submitted to PTO on October 8, 2019.

Approved by PTO and adopted as amended: November 12, 2019