

Articles of Organization and Bylaws  
Washington Elementary Parent Teacher Organization

**Article I: Name**

The name of this organization is the Washington Elementary Parent Teacher Organization of the Washington Elementary School, 5675 Eiterman Road, Dublin, Ohio (hereinafter referred to as the PTO). Washington Elementary is located within the Hilliard City School District (herein referred to as HCSD). The organization exists as an unincorporated association of its members.

**Article II: Objectives**

Recognizing that education is an inter-dependent relationship between the school, families, and the community, the objectives of the PTO are:

- a) To promote the welfare of children in the home and school
- b) To secure adequate care and protection of children
- c) To bring into closer relation the home and the school, that teachers and parents may cooperate intelligently and respectfully in the education of children.
- d) To develop between the teachers and the general public such united efforts as will secure for all children the highest advantages in the physical, mental, and social education.

The objectives of the PTO are promoted through an education program directed towards parents, teachers and the general public; are developed through committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.

The PTO is organized exclusively for the charitable, religious, scientific 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 corresponding section of any future Federal tax code.

**Article III: Basic Policies**

The following are the basic policies of the PTO:

- a) The PTO shall be noncommercial, nonsectarian and nonpartisan.
- b) 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 used in connection with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the PTO.
- c) 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.
- d) The PTO shall work with the school to provide quality education.

- e) 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.
- f) Monies derived from Washington Elementary PTO functions and other sources shall be deposited in the treasury and 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 Washington Elementary PTO may be approved by the majority of the Executive Board.
- g) No part of the net earnings of the PTO shall inure to the 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 for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- h) Notwithstanding any other provision of these articles, the PTO shall not carry on any other activities not permitted by an organization exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code or the corresponding section to any future federal tax code.
- i) 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 the Hilliard City Schools ISPTO or existing PTOs within HCSD, which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.
  - a. Replace with :
  - b. Upon 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.
- j) This PTO recognizes the authority of the school administration in directing and controlling school policies.
- k) District employees may not handle PTO funds.

#### **Article IV: Membership**

Membership in the PTO shall be made available without regard to race, color, creed, or national origin to

- a) all parents and guardians of students attending Washington Elementary School,
- b) the principal of Washington Elementary School or an appointed Representative,

- c) teachers of the Washington Elementary School, and
- d) all employees of the Washington Elementary School who subscribe to the objectives and basic policies of the PTO.

All members of the PTO shall have voting rights including introducing motions and debating.

All members of the PTO shall be permitted to serve in any of its elective or appointive positions.

#### **Article V: Officers and their election**

The officers of the PTO shall consist of a President, Vice President, Secretary, Treasurer, and Assistant Treasurer.

There shall be two elected delegates and one of the above officers to attend the Interschool Council on a rotating basis, with a minimum of one representative present at each monthly meeting.

Officers and delegates shall assume their official duties on the first day of the fiscal year and shall serve a term of the fiscal year or until the election of their successor if they resign or are incapable of fulfilling their duties during the fiscal year.

An individual shall not be eligible to serve more than two consecutive terms in the same office. A person who has served more than 182 days of a term shall be credited with having served that term.

There shall be a nominating committee consisting of 5 PTO members. One nominating committee member is to be the school principal. Two nominating committee members shall be elected from within the Executive Board (as defined in Article VI). Two nominating committee members shall be appointed by the Executive Board from the general PTO membership. This committee shall meet after the January open PTO meeting, upon the call of the principal, to elect one of its members to serve as the chairperson of the nominating committee.

The nominating committee shall collect candidate names for each office to be filled, and two delegate nominations for the Inter-school Council. The nominating committee will design and distribute a written nomination form that will be made available to all Washington PTO members before the end of March. The nominating committee will be responsible for the collection of these forms and for confirming the intent to run with each possible candidate whose name is submitted. The committee shall report the nominees at the April open meeting of the PTO. An opportunity shall be given for nominations from the floor at the April and May open meetings of the PTO.

Only those individuals, who have signified their consent to serve if elected, shall be nominated for or elected to such offices.

The election of the officers and delegates shall be by majority of the PTO members in attendance at the May open meeting of the PTO, and the election will be held by secret written ballot. Ballots will be counted by the current PTO president and the principal. In the event that the May meeting is held online, voting will not be secret.

Any officer absent from three consecutive meetings, i.e. executive Board and Organization meeting, shall be deemed inactive unless absences are due to extenuating circumstances and the Executive Board receives notification of such. Any office having an inactive officer shall be declared vacant and shall be filled as provided herein. In addition, an officer failing to adequately participate or fulfill duties of his or her office may be subject to removal from office by decision of majority of the members present at the next regular or special meeting of the PTO. 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 Principal at least two weeks prior to the vote regarding removal.

A vacancy occurring in any elective position shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the Executive Board, notice of such election having been given. In case a vacancy occurs in the office of President, the Vice President shall fill the position and notify PTO of vacancy of Vice President Position.

## **Article VI: Executive Board**

The voting members of the Executive Board shall consist of the officers, delegates, chairpersons of the standing committees, principal of Washington Elementary or an appointed representative, and a representative of the teachers appointed by them.

The duties of the Executive Board shall be:

- a) To transact necessary business in the intervals between open PTO meetings and such other business as may be referred to it by the PTO
- b) To create Standing Committees and approve their plans of work.
- c) To present a report at the open meetings of the PTO.
- d) To appoint an auditing committee consisting of a minimum of two members of the PTO at least six weeks prior to the end of the term of the treasurer to audit the treasurer's accounts.
- e) To approve budgetary concerns.
- f) To fill vacancies in elective and appointive positions
- g) To present to the membership at the first PTO meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the PTO during the year. Any substantial deviation from the budget must be approved in advance by the PTO.

## **Article VII: Duties of officers and delegates**

**The President** shall preside at all meetings of the PTO and the Executive Board; serve as the primary contact for the principal, represent the organization at meetings outside the PTO; shall serve as an ex-officio member of all committees except the nominating committee; shall perform such other duties as may be prescribed in these bylaws or assigned to him (her) by the PTO or by the Executive Board; and shall coordinate the work of the officers and committees of the PTO in order that the purposes may be promoted.

**The Vice President** shall assist the President and shall perform the duties of the President in the absence or inability of that officer to act.

**The Secretary** shall record the minutes of all meetings of the PTO and of the Executive Board; keep all records; handle correspondence and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list and brings them to the meetings. **The secretary records the names of attendees as part of the meeting's minutes.**

**The Treasurer and Assistant Treasurer** shall have custody of all the funds of the PTO; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the budget approved by the Executive Board. The treasurers shall present a written financial statement at every meeting of the PTO and Executive Board and a full report at end of fiscal year. **The treasurers shall be the primary keeper of the books and bank account, ensure the taxes are filed each year by November 15<sup>th</sup>, file with the Attorney General's Office each year prior to November 15<sup>th</sup> to maintain our 501(c)3 status.** The treasurers will be responsible for filing the IRS form 990 (Return of Organization Exempt from Income Tax) for the year of elected term by the last day of August. Treasurers will separate check writing and bank reconciliation responsibilities.

Delegates and/or an officer representative shall attend the meetings of the Hilliard Inter-School Council of Parent Teacher Organizations and shall report on these meetings to the PTO and Executive Board.

The principal of the school or an appointed representative shall be an ex-officio member of all committees.

All officers shall perform the duties prescribed in these bylaws and those assigned from time to time. All officers and delegates shall deliver to their successor all official materials no later than 15 days following the end of the term of office.

## **Article VIII: Meetings**

Open meetings of the PTO shall be held monthly during the school year, the date and time to be fixed by the Executive Board at its first meeting of the year. The members present shall constitute a quorum for the transaction of business in any

meeting of the PTO. Special meetings of the PTO shall be called by the Executive Board after 2 days written notice has been given.

PTO Meetings shall be held in-person at the school. If PTO meetings cannot be held in-person, virtual meetings will be utilized. The President will provide a link to all PTO members, along with the meeting's agenda, via email prior to any online meetings.

Meetings of the Executive Board shall be held monthly during the school year or as needed. A majority of the voting members shall constitute a quorum. Meetings of the Board may be called by the President or by a majority of the members of the Executive Board.

### **Article IX: Committees**

The voting members of the Executive Board shall create such committees as it may deem necessary to promote the purposes and carry on the work of the PTO. The term of office of the chairperson of a committee shall be from inception until the end of the next fiscal year.

The chairperson of a committee shall present plans of work which include a budget to the Executive Board for approval. NO committee work shall be undertaken without the consent of the Executive Board.

A majority of the members of the committee shall constitute a quorum.

The standing Committees are Hospitality, Social, Book Fair, Bake Sales, School Store, Staff Appreciation, Publishing Shop, Market Day, and Enrichment. The Executive Board shall appoint other committees as needed.

### **Article X: Fiscal year**

The fiscal year of the PTO shall be July 1 through June 30.

### **Article XI: Parliamentary Authority**

Robert's Rules of Order shall govern the PTO in all cases in which they are applicable and in which they are not in conflict with these bylaws.

### **Article XII: Amendments**

The bylaws of the PTO shall be available to all members of the PTO.

These bylaws may be amended at any open meeting of the PTO by a two-thirds vote of the members present and voting, provided notice of the proposed amendments shall have been given at the previous open meeting of the PTO

A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at an open meeting of the PTO or by a

majority vote of the Executive Board.