

ANN SIMPSON DAVIS MIDDLE SCHOOL PTO

BY-LAWS

(As revised September 17, 2014)

ARTICLE I. NAME AND ORGANIZATION

Section 1. The name of this organization is Ann Simpson Davis Middle School Parent Teacher Organization (PTO).

Section 2. This organization shall be non-profit and unincorporated. These by-laws shall be deemed the governing article of this organization.

ARTICLE II. PURPOSES

Section 1. The purpose of this organization is to:

(1) promote communication and cooperation between home, school and community so that parents, teachers and community leaders may work together to secure the education of our children.

(2) support programs that contribute to the enrichment of all students, teachers, and staff at Davis Middle School

Section 2. This organization is organized exclusively for the charitable, scientific, literary or educational purpose within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

ARTICLE III. GENERAL MEMBERSHIP

Section 1. Parents and guardians of students attending Davis Middle School, the faculty, and staff are automatically members of the PTO.

Section 2. Each member may be asked to make a donation to the PTO to be used to support the activities and services of this organization. The donation shall be optional.

Section 3. All members shall be eligible to vote in any meetings of the general membership of this organization (general meetings) or serve in any of the PTO's elected or appointed positions.

ARTICLE IV. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the following members: a President or Co-Presidents, President-Elect or Co-Presidents-Elect who shall serve as Vice-President or Co-Vice-Presidents, Treasurer or Co-Treasurers, Secretary or Co-Secretary, Advisor (outgoing President or Co-Presidents), and the Principal of the school. It is expected that the President-Elect or Co-Presidents-Elect will serve one year as President-Elect or Co-Presidents-Elect and the following year as President or Co-Presidents.

Section 2. The duties of the Executive Committee shall be to:

- a. Appoint committee chairpersons subject to approval of the PTO board.
- b. Appoint an audit committee.

ARTICLE V. ELECTION OF OFFICERS

Section 1. All members shall be eligible to serve in any of the elected or appointed positions with the exception of the office of President or Co-Presidents. Only current members of the PTO board may be eligible to serve as President or Co-Presidents.

Section 2. No person shall hold more than one office at a time and no person shall serve more than 3 consecutive terms in the same office. A person who has served more than one-half of a term shall be credited with serving the entire term.

Section 3. A nominating committee consisting of two members of the PTO Board (one shall be the current President or one of the Co-Presidents), the Principal and two members at large is to be appointed by the President or Co-Presidents in February. The nominating committee shall select one nominee for each position of the Executive Committee to be filled. Only a member who has consented to serve shall be eligible for nomination. The nominating committee will provide updates at all future general meetings prior to the election in May.

Section 4. The slate of officers shall be presented at the general meeting in May. Before the election of officers at this meeting, an opportunity will be given for nominations from the floor.

Section 5. In the event more than one person is nominated for the same office, voting will be done by secret ballot, with the current Executive Committee counting the ballots.

Section 6. Vacancies:

- a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the PTO board, notice of such election having been given.
- b. In case of a vacancy in the office of President or Co-Presidents, the President-Elect or Co-Presidents-Elect shall assume the office.

ARTICLE VI. DUTIES OF OFFICERS

Section 1. The President or Co-Presidents shall:

1. Preside at meetings of the organization.
2. Confirm that a quorum is present before conducting any business.
3. Coordinate the work of the officers and committees in order that the purposes of the organization may be met.
4. Represent the organization at the monthly Dublin City School District PTO President/Superintendent meeting.
5. Be a member ex-officio of all committees.
6. Keep the Principal informed of all PTO activities.
7. Perform such other duties as may be prescribed in these by-laws or assigned to him/her by the organization.

Section 2. The President-Elect or Co-President-Elects shall:

1. Serve as Vice-President and act as an aide to the President or Co-Presidents.
2. The following year this person or persons shall serve as President or Co-Presidents.
3. Preside in the absence of the President or Co-Presidents.
4. Handle newspaper publicity for the organization in the event that the publicity position is not filled.
5. Coordinate activities with community service organizations as approved by the PTO board.
6. Serve as parliamentarian, coordinating any updates to the by-laws and standing rules.
7. Perform other duties as assigned by the President or Co-Presidents.

Section 3. The Secretary shall:

1. Record the minutes of all meetings of the organization.
2. Make available copies of the minutes from all meetings and distribute them to all members at the next meeting.
3. Take attendance at all PTO board meetings.
4. Maintain a file of all PTO minutes and post minutes on PTO website.
5. Retain a current copy of the by-laws and the standing rules.
7. Maintain a file of any official PTO documents.
8. Receive all correspondence of the organization and make appropriate responses.
9. On behalf of the PTO, respond as appropriate to any special, personal situations of the membership.
10. Maintain the PTO web site.

Section 4. The Treasurer shall:

1. Have custody of all funds of the organization.
2. Keep a full and accurate account of all receipts and expenditures as stipulated by the Ohio Revised Code.
3. Present a financial statement at all PTO board meetings and at other times when requested by the organization.
4. Lead the PTO board in creating a budget for the year.

5. Provide to the Dublin City School Board a list of all physical gifts made to Davis Middle School by the PTO during the year.
6. Submit financial records to the audit committee as requested.
7. File all federal, state and local financial forms as required by law.
8. Abide by the Dublin City Schools District Support Recognition Guidelines.
9. Adhere to all guidelines and rules defined in the Financial Policy document in order to govern the processing of all financial transactions for the PTO.
10. Ensure that the PTO conforms to Dublin City School District Policy 9211 which governs, among other things, the liability insurance and surety bond that the PTO must have.

ARTICLE VII. PTO BOARD

Section 1. The PTO board shall consist of the Executive Committee, all committee chairpersons, and PTO representatives to other groups.

Section 2. The duties of the PTO board shall be to:

- a. Transact necessary business in the intervals between meetings of the general membership (general meetings) of this organization.
- b. Create standing and special committees. These committees may be added to or deleted as the need arises and as agreed to by a majority of the Executive Committee.
- c. Approve chairpersons as appointed by the Executive Committee.
- d. Approve work plans of all officers and committee chairpersons.
- e. Present a summarized report of current PTO activities at the general meetings of the organization.
- f. Approve for additional funding any bills that exceed budgeted funds.
- g. Fill vacancies of officers and chairpersons.
- h. The President or Co-Presidents and Principal shall be ex officio members of all committees.

Section 3. Each officer and committee chairperson shall maintain detailed written records of their yearly activities, together with evaluations of their activities and recommendations for future use. These records shall be passed to his/her successor(s) at the year-end joint board meeting.

Section 4. Each committee shall be represented by at least one chairperson at any monthly meeting where that committee has actionable items to report.

ARTICLE VIII . MEETINGS

Section 1. A monthly PTO meeting schedule will be published by the Executive Committee. There shall be at least two meetings held each year. One meeting shall be the annual meeting, date and time to be determined by the Executive Committee. A second meeting shall be the election meeting to be held in May. The meetings are open to all members.

Section 2. A majority of those members attending any meeting shall constitute a quorum for the transaction of business at any meeting of the Organization.

Section 3. All votes cast in all matters before the PTO board will be given equal weight.

Section 4. Special meetings of the PTO board may be called by any of the officers or by a majority of the members of the board, three days notice being given.

ARTICLE IX. BASIC POLICIES

Section 1. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the organization 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 II hereof.

Section 2. The organization shall not participate or intervene (including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office. The organization shall not devote a substantial part of its activities in attempting to influence legislation by propaganda or otherwise.

Section 3. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or (ii) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Section 4. The membership of this organization shall not be given to or sold to an outside interest.

Section 5. This organization shall cooperate with other organizations and agencies concerned with child welfare, but persons representing this organization in such matters shall make no commitments that bind this organization.

Section 6. This organization shall cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school and shall not seek to control policies.

Section 7. Each officer and committee chairperson shall keep on file a copy of these by-laws. The by-laws shall be available to any PTO member. The most recent version of the by-laws will always be posted to the PTO web site.

Section 8. The fiscal year and all terms of office shall begin on July 1 and end on June 30.

Section 9. The name of the Organization or the names of any members in their official capacities shall not be used in connection with any commercial concern, or with any partisan interest, or for any purpose not appropriately related to promotion of the objectives of the Organization.

Section 10. All financial policies and procedures relating to gifts, funds distribution, audits, cash controls, and financial liabilities as they relate to bonding and insurance shall be maintained in the Financial Policy document. This document shall supersede any by-laws and standing rules that may relate to financial policies and procedures.

Section 11. This organization, or any of its members, may not commit the organization to any commercial activity (sale or endorsement of any product) without a vote of the PTO Board. Furthermore, such commercial activity must be directly related to the stated purpose of this Organization.

Section 12. For all budget line items or a financial position within the Organization (Treasurer), if a board member chairing the before mentioned items is also responsible for managing funds for another school affiliated organization within the Dublin school district, that board member is required to notify the President or Co-Presidents of the above-mentioned situation. The President or Co-Presidents will then present the situation to the PTO board for consideration. If a conflict of interest is determined to exist, the PTO board will handle the situation on an individual basis, following documented and established guidelines.

ARTICLE X. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern this organization.

ARTICLE XI. DISSOLUTION OF THE ORGANIZATION

Section 1. The Organization may be dissolved by a simple majority of the current board members provided that the members have received notice of dissolution at least 30 days prior to the meeting.

Section 2. Upon dissolution of this organization, the PTO board shall, after paying or making provision for the payment of all of the liabilities of the organization, and with a majority of vote of members, distribute all assets of this organization to Davis Middle School for a specific purpose.

Section 3. In the event the school cannot/does not accept the remaining money or assets, such money or assets may be donated to one or more organizations operated exclusively for educational purposes and established as tax exempt under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future federal tax

code). Any such assets not so disposed shall be disposed of to the Court of Common Pleas of the County in which the principal office of this organization is then located.

ARTICLE XII. AMENDMENTS

Section 1. These by-laws can be amended by any general meeting of this organization, by a two-thirds vote of the members present and voting. Notice of the proposed amendment shall have been given at the previous general meeting or twenty-one days prior to the meeting at which the amendment is voted upon.

Section 2. A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws only by a majority vote at a general meeting or by two-thirds majority vote at a PTO board meeting. The requirement for the adoption of a revised set of by-laws shall be the same as in the case of an amendment.

Section 3. The by-laws, standing rules, and financial policy document shall be reviewed at least every three years.