

BY-LAWS OF THE ANN SIMPSON DAVIS MIDDLE SCHOOL PARENT TEACHER ORGANIZATION (PTO)

(Last updated – April 2009)

ARTICLE I – NAME

The name of this organization shall be the Ann Simpson Davis Middle School Parent Teacher Organization (PTO).

ARTICLE II – PURPOSE

The purpose of this organization is to promote communication and cooperation between home, school and community so that parents, teachers and community leaders may work together in the education of our children.

ARTICLE III – MEMBERSHIP

- Section 1 Parents/guardians of students attending this school, the faculty and any other resident of the school district interested in the objectives for which the PTO stands may become members upon return of a membership form.
- Section 2 Each member shall be asked to make an optional donation to the PTO to be used to support the activities and services of this organization.
- Section 3 All members shall be eligible to vote in business meetings or to serve in any of the PTO's elected or appointed positions.

ARTICLE IV – BOARDS/COMMITTEES

- Section 1 The Executive Committee of the PTO Board shall consist of the officers (President, Vice-President, Secretary and Treasurer), the teacher representative to the PTO and the immediate past-president.

The responsibilities of the Executive Committee are:

- a. to transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
- b. to prepare and submit to the organization for approval an annual budget;

- c. to approve payment of unbudgeted items that come due between monthly meetings up to \$100.00. Any unbudgeted items over \$100.00 require approval of the majority of the PTO Board at the next regularly scheduled meeting or by email vote sent by an executive board member, preferably the president;
- d. to appoint committee chairpersons subject to approval of the PTO Board.

Section 2 The PTO Board shall consist of the Executive Committee and all committee chairpersons.

The responsibilities of the PTO Board are:

- a. to attend PTO meetings and support all activities of the organization;
- b. to create standing and special committees;
- c. to approve chairpersons as appointed by the Executive Committee;
- d. to elect officers;
- e. to approve the work plans of all officers and committee chairpersons;
- f. to present a summarized report of current PTO activities at the general meetings of the organization;
- g. to prepare and submit a budget for the year to the organization for adoption;
- h. to approve additional funding for any bills that exceed budgeted funds;
- i. to appoint an audit committee (if an outside accountant is not utilized to prepare tax documents);
- j. to appoint a nominating committee;
- k. to maintain written records and pass them to his/her successor within fourteen (14) days after the term of office.

ARTICLE V – OFFICERS

Section 1 The officers of the PTO shall consist of the President, Vice-President, Secretary, Treasurer and Principal.

Section 2 Nominations and Election of Officers

- a. A nominating committee consisting of the current president and two other PTO members shall be appointed by the March meeting.

- b. The nominating committee shall nominate one candidate for each of the officer positions.
- c. Officers shall be elected at the May meeting. The nominating committee shall present the list of nominees with time allowed for nominations from the floor.

Section 3 Vacancies of Officers

- a. The PTO Board shall fill vacancies occurring during the year by a majority vote of the Board.
- b. In the case of a vacancy in the office of president, the vice-president shall assume office.

Section 4 Responsibilities of the officers

- a. The President shall:
 - 1. preside at all meetings of the organization;
 - 2. notify Board members of meetings;
 - 3. coordinate the work of the organization in order to satisfy the stated purpose;
 - 4. create board member list and maintain contract files;
 - 5. communicate with the members regularly by means of the school or PTO newsletter, meetings, announcements, phone calling system or emails;
 - 6. ensure that any Dublin City School district booster/support group requirements are met;
 - 7. perform such other duties as may be prescribed in these by-laws or assigned to him/her by the organization;
 - 8. train the vice-president for the position of president.
- b. The Vice-President shall:
 - 1. act as an aide to the president;
 - 2. preside in the absence of the president;
 - 3. perform other duties as assigned by the president;
 - 4. serve as president the following year.
- c. 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. report to the Executive Committee any correspondence received and respond appropriately;
 - 4. take attendance at all PTO Board meetings;
 - 5. maintain a file of any official PTO documents such as the meeting minutes, by-laws, standing rules, and official board membership list;
 - 6. on behalf of the PTO, respond as appropriate to any special, personal situations of membership.

- e. The Treasurer shall:
 - 1. receive and disburse all monies administered by the organization, and keep a record of same as stipulated by the Ohio Revised Code;
 - 2. prepare a budget in conjunction with the Executive Committee to be approved by the PTO Board at the first meeting of the year;
 - 3. present a financial statement at all PTO meetings and at other times when requested by the organization;
 - 4. submit financial records to the audit committee as requested;
 - 5. maintain a file of all PTO financial records;
 - 6. have the PTO tax return for the year prepared;
 - 7. submit financial records to the Dublin City School District treasurer's office as required.
 - 8. provide to the Dublin City School Board a list of all physical gifts made to Davis Middle School by the PTO during the school year.

ARTICLE VI – MEETINGS

Section 1 Meetings of the PTO shall be held monthly during the school year.

Section 2 Special meetings of the PTO Board may be called by members of the Executive Committee.

Section 3 A majority of those present of the PTO Board shall constitute a quorum for the transaction of business in meetings.

ARTICLE VII -- FISCAL YEAR

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

ARTICLE VIII -- AUDIT COMMITTEE

Section 1 An audit committee consisting of not less than three persons shall be appointed by the May meeting. No person who has authority to sign on bank accounts shall serve on the audit committee.

Section 2 The audit committee shall examine all PTO bank accounts annually and submit a statement to the general membership at its first meeting of the year. This statement shall be certified with the committee members' signatures.

ARTICLE IX – BASIC POLICIES

- Section 1 This organization exists as a nonprofit unincorporated organization. It is to be organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.
- Section 2 By-Laws
- a. These by-laws are the governing articles of this organization.
 - b. The by-laws shall be reviewed and revised as necessary at least every three (3) years.
 - c. These by-laws can be amended at any PTO meeting 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 (21) days prior to the meeting at which the amendment is voted upon.
 - d. A committee may be appointed to submit a revised set of by-laws as a substitute of the existing by-laws by a two-thirds vote at a PTO meeting. Notice of the proposed revision shall have been given at the previous meeting or twenty-one (21) days prior to the meeting at which the revision is voted upon.
 - e. 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.
- Section 3 This organization shall not participate in any political campaign on behalf of, or in opposition to, any candidate for public office, but may endorse issues of benefit to the school to be decided by the PTO Executive Committee as long as these endorsements will not endanger this organization's tax-exempt status under Internal Revenue Code 501 (c)(3).
- Section 4 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 purpose set forth in Article II hereof.
- Section 5 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 6 The membership list of this organization nor the PTO DMS Connections Book shall be given or sold to outside interests.

Section 7 For all budget line items or a financial position within the PTO 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 and/or Vice-President of the above-mentioned situation. The President and/or Vice-President 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, Modern Edition shall govern the organization in all cases.

ARTICLE XI – DISSOLUTION OF ORGANIZATION

Upon the dissolution of this organization the PTO Board shall, after paying or making provision for the payment of all the liabilities of this organization, distribute all assets of this organization 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 by the Court of Common Pleas of the County in which the principal office of this organization is then located.